



Roundtable news

A bi monthly newsletter on nutrition policy and legislation concerning the child and adult care food program

August 9, 2001

SPOTLIGHT ON 2001 CONFERENCE KEYNOTE SPEAKERS

The 10th Annual CCFP Sponsors' Conference in Palm Springs is going to be another critical success and the reason for that is the quality of the speakers. Starting with our keynotes, the quality is first rate. On Wednesday morning we begin with Patty Kimbrell from San Diego State University. Patty is the Director of School Interventions for SPARK (Sports, Play and Active Recreation for Kids). She has worked in education for 18 years, taught in the elementary classroom and as a physical education specialist, has been honored as a mentor teacher, and instructs future teachers. She has contributed greatly to the creation of the SPARK K-2 curricula and is currently developing preschool curricula in collaboration with the University of Tennessee. She has presented numerous conferences on early childhood development for WIC and Headstart. She believes that if an appreciation for movement is developed at an early age it may help to combat childhood obesity. Ms. Kimbrell will address "Children on the Move: Physical Activity for Children."

At lunch on Wednesday we have a treat for you. Come listen to the humor and the musical stylings of "the Elvis of E. coli," Dr. Carl Winter. Dr. Winter is the Director of the FoodSafe Program and an Extension Food Toxicologist at U C Davis. He's also been called the "Sinatra of *Salmonella*," and the "Artist Formerly Known as Prince of Pesticides" by various news media sources. Armed with a computer and synthesizer, Dr. Winter performs musical parodies of contemporary popular music by modifying lyrics to make them appropriate to food safety issues. He has educated and rocked food science audiences throughout the country with his interactive live performances while more than seven thousand of his self-produced "Stayin' Alive" and

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South Lake Tahoe, July 20, 2001

CHAIR REPORT

Paula James welcomed the Roundtable and gave the following brief introductory remarks and announcements. She thanked Carol Ledesma, from CDI/Choices for Children for arranging the great meeting facilities and refreshments at Harrah's.

Introduction of Special Guests: Paula introduced Geri Henchy, a senior policy analyst visiting us from FRAC in Washington, DC, Rikki Grubb and Ken Hecht from CFPA. Rikki is the new Director of Child Nutrition Programs. She will be focusing on CCFP to begin with. She has been a lawyer for 28 years, working with child care licensing issues here in California years ago, working with Texas Legal Services for several years and most recently with a corporate

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“Sanitized For Your Consumption” CDs have been distributed all over the world. He will present “Stayin’ Alive: A Hearty Helping of Food Safety Follies.”

Barbara Mayfield will address us on Thursday morning. Ms. Mayfield is the creator of www.funwithfood.com, the Kid’s Club Nutrition Education curriculum, and founder and president of Noteworthy Creations, Inc. Her work and volunteer experiences have focused on nutrition education for young children. She has worked in the WIC program since 1986 as a nutritionist, as a local program coordinator and as a nutrition educator. She has also consulted for Head Start and volunteered in schools and community programs. A trademark feature of her educational programs and resources is the use of music to teach nutrition. In 1988 she received the Recognized Young Dietitian of the Year Award from the American Dietetic Association. Ms. Mayfield will present “Bright Futures for Babies.”

Finally, on Friday morning Dr. Susan Johnson will present “The Development of Young Children’s Eating Behaviors.” Dr. Johnson is currently an Assistant Professor at the University of Colorado Health Sciences Center, Center for Human Nutrition. Dr. Johnson has been a part of numerous studies and has authored many publications on children’s eating, appetite, food behaviors and parent-child relationships and nutrition, including: “The Variability of Young Children’s Energy Intake,” *The New England Journal of Medicine*; “Children’s Eating: The Development of Food Acceptance Patterns,” *Young Children*; “The Child Feeding Questionnaire: Relationships between parental control of child feeding and child weight status,” *Appetite*.

And that is not all. We have 45 other speakers lined up to present 48 workshops under eight tracks including: Centers & Head Start, Organizational & Staff Development, Technology, Skills for Monitors, Nutrition Ed & Health, Prevent-

ing Childhood Obesity, Program Issues and Issues & Trends. Among them is Geri Henchy, senior policy analyst from FRAC, who returns to give us her unique perspective from Washington, DC. Check them all out at our web site

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law firm in the Bay Area. Ken Hecht is the Executive Director and co-founder, with Marion Standish, of CFPA.

Partnering: Paula returned to an important theme from the past few meetings. In this era of increasing costs on the eve of the debate over Child Nutrition reauthorization, and in this period of ever increasing public awareness of childhood obesity, we need to begin looking for ways to partner with other agencies working with nutrition and/or children. We need to make them aware of the CCFP and the critical roll it plays in starting young children out on the right nutritional footing. Project Lean or 5-A-Day for instance are good places to start, she suggested. Everyone is looking at the age 0-5 population right now; this is an excellent time to make the connection. Look around you. Who else is in your community? Set up a meeting and talk about how they can use us and vice versa.

Organizational Effectiveness Grant Begins: For the past several months we have been talking about this Packard funded grant to take a close look at CFPA and the Roundtable and how well we interact, and how best to organize ourselves to accomplish our mutual goals. Well, the study has begun finally. Our first meeting with the consultant was on July 24. The project should wind up in the Spring of 2002. We will keep you posted as we reach significant milestones and certainly will share the recommendations that come out of the project.

SNE Conference: The Society for Nutrition Education’s 34th annual conference was held July 20-24 in Oakland. Paula James, Doris Fredericks, Carolyn Brown and Geri Henchy from FRAC together made a presentation on the CCFP. This was the first time that someone from CCFP was invited to speak and demonstrates once again the increasing stature and recognition CCFP is beginning to have in the broader world of, in this case, nutrition education but also in child care, a long term goal of the Roundtable’s.

FRAC REPORT

Geri Henchy joined us from FRAC and gave the following report. She began by thanking us for the great job we did last year with all of our comments on the proposed CACFP Integrity Rule. Over 500 comments were received. A sec-

The CCFP Roundtable News is a bimonthly publication for members of the Child Care Food Program Roundtable, an affiliate organization of the California Food Policy Advocates, 116 New Montgomery Street, Suite 530, San Francisco, CA 94105 (for more information contact Ed at 925-686-0522). Be sure to visit our web site at www.ccfproundtable.org.

Editor
Edward Mattson

For information on Roundtable membership, contact Ed who is temporarily doing membership at 925-686-0522.

ond set is coming out possibly in August (to reflect the changes made in PL 106-224) and she would like our help again. We can work on our comments at the Conference in Palm Springs, she suggested.

She said that the new administration is still putting political appointees in place which could hold up the regulations. The new Secretary of Agriculture, Ann Veneman, has an agriculture background and the new Under Secretary for Food, Nutrition & Consumer Services, Eric Bost, has a Food Stamp background. We may need to educate them about the importance of the CACFP. The new leadership in the Department needs to hear our voices.

On the legislative front, the tax bill took all of the extra funding. We cannot expect much on CACFP this year during Child Nutrition reauthorization. Every five years Child Nutrition Programs must be reauthorized she explained. They come up in 2003 but Congress is starting now; so must we. Everyone already knows, she cautioned, that we don't like tiering. A change is probably not possible but we can work on things like raising Tier II rates and paperwork reduction. A preliminary wish list was developed for the recent FRAC/Forum conference in DC and turned into a "leave behind" that participants took around to their representatives after the meeting. It was meant as an education tool for Congress; it may not pass as is.

The Children's Defense Fund's "Leave No Child Behind" legislative proposal contains some CACFP provisions. Part has to do with extending the eligibility of proprietary centers with 25% free and reduced past September 30, 2001. Another section calls for raising administrative rates \$2 per home per month. The bill is very expensive so it won't pass as a whole but parts of it could succeed. Tell your elected representatives you support the part to raise administrative rates. The proprietary center piece has a real shot at passing for one more year at least. It has passed in the Senate. We need to help it along in the House. Contact Rep. Sam Farr (D-Salinas), who is on the House Agriculture App-

ropriations Committee; tell him we support it.

Finally Geri handed out a report on the impact of tiering on CA and the nation. The data show that California lost the greatest number of homes from fiscal year 1996 to 1998 but in terms of percentage of the total the loss ranked California somewhere in the middle (out of 50 states). On the other hand, California experienced a modest increase in average daily attendance during the same time placing it roughly in the middle when compared to other states. Some states lost big while others gained a great deal.

BREAKOUT SESSIONS

Child care center folks attended a separate one-hour training, presented by Donna Caeg from NSD, on center eligibility applications and income eligibility policy. It is our intention to continue these kinds of training sessions from time to time as the need arises. The NSD has expressed a similar interest. Let us know what you want. Your feedback is essential to make these breakouts relevant.

Family child care home sponsors participated in a lively exchange of ideas on a critical topic in today's integrity environment - unannounced visits, when to follow-up, when to put on probation and when to terminate. Are there common grounds? What guidance is there from NSD? What policies are Field Staff following? Are they consistent? What additional guidance would we like to see? Everyone agreed that more guidance is necessary. Most agreed that some level of consistency is desirable between sponsors. However one group recommended that only modest guidelines be issued by NSD allowing sponsors some flexibility in tailoring their programs to individual needs. It certainly is a thorny issue. In one instance we want consistency so that a provider put on probation or terminated in one area is similar in her/his offense to one in another; on the other hand we want some flexibility to tailor a probation program or follow-up program to suit individual needs. We cannot possibly anticipate and codify all nature of violations and responses to them. How do we insure some consistency but allow for individual sponsor differences? What is most important, flexibility or consistency? It is the editor's opinion that when the regulations come out for PL 106-224 and sponsors are mandated to start terminating providers for "serious deficiencies" and offering appeal rights, when terminated providers are maintained on seriously deficient lists, the need for more consistency may become crystal clear. We may need it to protect against litigation, if for no other reason. Who knows where this is going? We certainly need to discuss it further.

MISSION STATEMENT

The mission of the Child Care Food Program Roundtable is to promote health and well-being of children in child care through providing leadership and advocating for enhanced and expanded CCFP.

ADVISORY COMMITTEE REPORT

NSD Guidance with Respect to Computer Technology:

The Advisory Committee has asked NSD for guidance on several computer related program issues. May sponsors use scanned menus? May sponsors allow providers to submit their claims electronically, either over the Internet or via telephone (without following up with the hard copy)? May sponsors generate their monthly claim form by computer or must the monthly claim data be typed on the form? These are critical questions sponsors and software companies are asking? We all agree that computer technology is the direction we are headed in. It saves time it saves administrative costs. Carolyn Brown has told the Advisory Committee that there is nothing in State policy to preclude sponsors from using scanned menus or generating claims. We have asked for this in writing. She also has advised that electronic signatures are okay as long as they comply with federal guidelines. As these are very important issues to our members an ad hoc committee was established to meet with NSD staff and work towards written guidance. Stay tuned.

Delayed May Reimbursement: Some members had brought up the delay in May reimbursements at the Advisory Committee meeting on Thursday. Carolyn Brown investigated and was able to report to the members that the delay was due to a backlog at the State Controller's Office. Apparently they had been shut down for a week which caused the delay. By Friday several sponsors announced that checks were being received. It was not caused by the protracted budget negotiations at the State Capitol, as some had speculated.

Stop-Pay Warning: Carolyn Morrison, visiting member from Child Care Development Services in Gresham, OR shared with participants a horror story and warning about issuing stop-pay orders on "lost" provider reimbursement checks. To make a long story short, Carolyn paid a provider then placed a stop pay on the first check and reissued it. The provider in the meantime received the first check and took it to a check cashing service (who had no idea of the stop pay order) and cashed it. When she received the second check she took it to the bank. Carolyn refused to honor the first check and was forced to small claims court and lost. Apparently there is a law in favor of the check casher in such cases. She had to pay the amount of the first check as well as expenses for the check cashing service. To protect herself she now has providers sign a statement and has it notarized before issuing a stop-payment order on lost checks. Sponsors were warned to set up similar protections if they

don't already have them.

Sponsor Self-Terminations & Reductions: Two R & R agencies in California have recently reduced their provider caseloads to their immediate R & R service area. This has prompted discussion once again about the correct procedures for sponsors to follow when losing or adding providers. When this was an issue last year NSD developed, with input from the Roundtable, some standards for sponsors to follow. Advisory Committee members asked that NSD re-examine those procedures and make sure to publish them as a revision to the Management Manual. An ad hoc committee was set up to work with NSD on this important issue. Members contemplating self-termination or reduction should contact NSD as early as possible after the decision has been made and well before providers are to be impacted.

PSA Update: Members have continued to express an interest in obtaining the CCFP public service announcement (PSA) from a while back, but modified with their own telephone number and identifying information. As a result, Andrea Howlett contacted the original producer to see what the price would be to redo the video and audio portions with the telephone number and possibly the name of your organization. York Street Productions has agreed to edit the video and re-dub the audio, if a minimum of 10 orders are placed, for \$100 per tape. The original PSA however will be divided into four individual PSA's - an English, parent emphasis; English, provider emphasis; Spanish, parent emphasis or Spanish, provider emphasis. Sponsors may replace the telephone number with their own and add their organization name being careful to not exceed the 30 seconds (especially critical in Spanish versions). Each order will come with one Beta Master and one VHS copy for the \$100 (If you wanted all four videos, the price would be \$400). An email was sent to all members recently and this newsletter serves as a second announcement. *Interested sponsors have until August 30, 2001 to respond.* At that time the order will be placed. If we do not receive your orders by that time you may have to wait for a second group of 10 to participate or you will have to negotiate a price directly with York Street Productions.

Outreach Brochure Update: There are around 2,000 of the *Four reasons why it pays to join the Child Care Food Program* brochures remaining. The Advisory Committee is considering whether to update and reprint them. An ad hoc group has been set up to consider possible edits and shepherd the project. ***But we need to hear from you!*** How

much interest is there out there to purchase an updated brochure? We are exploring the costs now. *Please give us your feedback (contact Ed at 925-686-0522 or mred@slip.net).*

Food Specs Project: This onerous requirement does not seem to want to go away. Two of your Advisory Committee members stated that this area was scrutinized thoroughly in recent administrative reviews. So it was suggested that we begin consolidating manufacturer's food specs that members have already obtained for their providers into a Roundtable database. Gail Kreczkowski and her staff have done a lot of work already in this area and have begun inputting all the data. She will head another ad hoc group to work on the project. Eventually, all of the data could be put on the web site. *If you have manufacturer's food specs you would like to share with the project please contact Gail at 916-344-8818 x 117 or Gkreczkow@juno.com.*

No Regular November Meeting Reminder: As you may recall, as a result of rather poor attendance at the past few November Roundtable meetings, being so close after the Conference, the Advisory Committee decided to cancel the meeting. There will, however, still be a November Advisory Committee meeting at the site of the 2002 Conference, the Sheraton Anaheim, on Monday, November 19. A brief newsletter following the meeting is planned.

CONFERENCE REPORT

The lead story this month addressed our conference speakers. Here we will give you a few additional facts and inducements. To date there has been a great deal of interest expressed from sponsors nationwide. Did you know that last year perhaps as many as 35% of conference participants were from out of state? This year, sponsors from as far away as Maine and Rhode Island have registered already. This conference has become such a great way to network!

Did you know the conference will be your first opportunity to hear about the new Financial Management Instruction from USDA? Sign up for Tuesday's pre-conference and hear all about it. There is no additional cost. Center folks, Friday's post-conference session will give you an opportunity to attend the state's annual Fall training while at the Roundtable Conference - save some travel money. Southwest Airlines has got some great airfares just now. Plan on bringing your staff into Ontario and renting a minivan. It is only about 1 1/2 hours to Palm Springs and you will save money.

☛ **PLEASE NOTE:** I made two critical errors in the Registration Brochure. When you send your registration please be sure to send it to Diane at Child Nutrition Program (*now*) of Southern California, 7777 Alvarado Rd., **Ste 700**, La Mesa, CA 91941. If you need CFPA's Fed ID number for your accounting department, the correct number is **94-3163142**. Sorry for the oversight.

Be sure to take advantage of our group discount when you send 5 or more from your organization. When you do you will receive \$10 off the appropriate rate for all 5 or more members.

MEMBERSHIP REPORT

Ed reported that we have 179 paid members as of today. There is strength in numbers. Remember, membership goes through December 31 this year. Watch for renewal materials in the Fall.

NUTRITION SERVICES DIVISION

Carolyn Brown welcomed the participants and gave the state report. She introduced the State staff present, including Willie Wong, Mary Lowe, Donna Caeg and Violet Henry.

Welcome, Thanks and Brief Organizational Update :

Carolyn welcomed and thanked the members for showing up in good numbers and for their continued hard work. She apprised members of her current situation. As Special Assistant to the Director her current contract is up in November however she is investigating "permanent situations." Carolyn touched briefly on recent staff changes. Chila Silva-Martin is the Assistant Division Director; Angelo Queirolo is the Manager of the Resources and Information Management Unit; Suzanna Nye is the new Manager of the Field Services Unit.

Field Services Update: Violet Henry, Regional Manager for the Los Angeles area, reported that the agreement renewals have been mailed out. She understands that there are concerns for the short turn around time on the budgets and suggested members needing an extension should contact their Regional Manager. The absolute deadline is September 30. They need one month to approve. Violet went on to announce that for the first time in several years they are accepting applications for new FDCH sponsors, especially in the Southern California area.

Violet also gave the following Field Services Unit staff update: The Regional Managers are: Debbie Dillon-Adams

- No. CA, Janice Hunt - Bay Area, Louise Casias - Central, Violet Henry - Los Angeles area, Jan Barnhouse - San Diego area. A new analyst has been hired to fill behind George Shaedler; she is Donna Slattery. Three more will come aboard on August 1.

Financial Management Training for Sponsors: Carolyn informed sponsors that USDA's new FNS Instruction 796-2, Revision 3, "Financial Management - CACFP," rolled out on May 14. USDA presented it to State agency staff in New Orleans in June and want it implemented by January 1, 2002, so that is the goal. They are now working on training NSD staff and hope to follow with training for sponsors. Jan Barnhouse and Donna Slattery, with input from Nancy Midcalf from Cal-Pro-NET, are working on the training. Sponsors interested in working with NSD on the training are encouraged to apply. Please let Carolyn know. At the Roundtable Conference USDA and NSD will give an overview of the new instruction.

Tiering Training & Middle School Issue: Carolyn asked sponsors if the recent tiering training met their needs? Is more necessary? Sponsors who missed it will get a make up session. Carolyn also apologized for recent confusion over whether sponsors could use middle school data to qualify Tier I providers. She advised that they are still "in negotiation with USDA over prior use of middle school data by sponsors." Apparently USDA had suggested that sponsors using middle school data incorrectly may be subject to disallowance's. The bottom line is this, sponsors must use elementary schools that have a geographic area assigned. The confusion was over the fact that originally we were told that California defined "elementary" school as K-8, so sponsors were lead to believe that a school with grades up to 8th were okay to use. USDA policies had intended to allow what are normally considered middle school grades only in certain rural cases where the only school available is K-8. They never intended to allow use of 6-8 or 7-8 schools alone.

Miscellaneous Issues: Carolyn briefly addressed numerous issues:

1. Carolyn advised that OIG's new focus will be on "over eligibility" at schools where census data does not seem to support the numbers of children reported as qualified for free or reduced-price meals.
2. California's commodity distribution program is under a great deal of scrutiny, reported Carolyn. They are ex-

amining whether it is cost effective to continue distribution under the current state run system or to utilize the existing commercial distribution network. Currently the state charges \$2.70 per case while actual costs are greater. The few center sponsors who continue to receive commodities rather than cash-in-lieu were asked to consider their preference again. Do you have strong feelings for commodities? If so let Carolyn know.

3. May reimbursement was delayed, advised Carolyn, for about a week due to a backlog at the State Controller's Office, not due to the budget negotiations. On Friday sponsors were advised that checks were rolling out again.
4. Center sponsors in attendance at the meeting received NSD training on Center Eligibility Applications. Carolyn advised that members told her they would like to see more of that kind of training in the future. She agreed to work with the Roundtable on it.
5. Carolyn polled members on interest in a new USDA publication - a refrigerator magnet for providers briefly listing program recordkeeping requirements. Would sponsors be willing to pay from 25-45 cents each. The majority said no.
6. Finally Carolyn encouraged sponsors to complete the NFSMI survey mentioned in the last issue of the Roundtable News.

Q & A:

1. **Q.** When a FDCH sponsor self-terminates or reduces its providers and a new sponsor takes over, can the new sponsor use the original area eligibility (school data) or must it re-certify the providers? **A.** According to question 5, pg. 14 of USDA's consolidated tiering Q & A, a sponsor may continue a provider's original determination until the end of her/his three year period, assuming the determination was made correctly. The new sponsor assumes financial responsibility for the remaining year(s) if the original determination was made incorrectly and is not updated.
2. **Q.** Can a sponsor redetermine all provider's area eligibility annually? **A.** Yes, assuming all providers treated equally. Under normal circumstances it is not unusual to have providers in the same area approved as both Tier I and II depending upon when they started on the pro-

gram and changes in the school's eligibility.

3. **Q.** Can the state/sponsors use another month rather than October school data which is always late? **A.** Technically yes, regulations allow it, but practically no. California schools only report the data once in October. There is no other data.
4. **Q.** Currently families with children in different schools have to complete several income eligibility applications (IEAs). Can families complete just one form? **A.** It is not practical at this point as individual schools maintain their own IEAs; if it were done on a district basis it may be possible. However, families that qualify for free or reduced price school meals could, if information were available such as a letter of eligibility, could be shared with a child care center or sponsor (in tier II mixed homes) in lieu of completing an entire new IEA.
5. **Q.** In family style meal service is it required to place the minimum requirement of food and milk in front of the child? **A.** No. There must however be enough to meet the minimum amounts for all children at a table at that table and all children must be encouraged to take all components of the meal. Cups must be large enough to serve the full milk portion for each age group.
6. **Q.** If a Head Start participant's income does not exceed Head Start guidelines, but the participant is enrolled in a state funded slot, does the family still have to complete a CEA? **A.** Yes. Only children in federally funded Head Start slots, meeting Head Start's eligibility guidelines are considered categorically eligible. All others must complete the CEA.
7. **Q.** A provider trying to qualify by income lives with her 14 & 19 year old children. Her 2000 tax return has not yet been filed. Must I count the income of the 19 year old who has been out of work from Jan-May and does not contribute to the household? If I must consider the 19 year old's income may I average Jan-June rather than looking at June only? **A.** There are two issues here: Does the income of the 19 year old count and if so how do I take into account that the child does not earn it monthly? The issue of the child's income has to do with whether it can be considered non-recurring income or not. If it is non-recurring then it does not count (examples of non-recurring income is income from baby sitting are lawn mowing). With respect to seasonal work, sponsors may project an annual rate and report this amount (*editor's note: see Eligibility Guidance for Family Day Care Homes pg. 36*).
8. **Q.** Is there a plan to update the sponsor-site agreement that still contains the old meal patterns? **A.** NSD hopes to update as part of a manual update soon. Funding is short right now as NSD is repaying \$1.8 million audit exception.
9. **Q.** Is September the last month of the year to submit adjusted claims for reimbursement? **A.** Look in your Management Manual Section 500. All claims (original, adjusted and corrected) must be postmarked by the 20th day of the second month following the month claimed. Sponsors may submit late claims if they a) meet one of the exception categories listed in the Manual and b) are postmarked within 90 days after the close of the federal fiscal year. Sponsors may submit downward adjustments after that time.
10. **Q.** The budget this year does not include a mileage reimbursement rate. Can we include up to 34.5 cents this year? **A.** Yes. Nonprofit organization boards may set the reimbursement rate they choose as long as it is consistently applied between programs and employees. It must be set at a reasonable level. The IRS rate is currently 34.5 cents and would be considered reasonable.
11. **Q.** The budget this year does not include a rate for daily incidentals when traveling. Can sponsors include \$6 per day per person incidental rate? **A.** NSD will address in new 796-2 training.
12. **Q.** Are cost allocations going to be approved for sponsors in this year's budget without restrictions? **A.** Under the guidance NSD just received from USDA on the new 796-2, they will have to start negotiating indirect cost rate agreements with sponsors. It will take time to train staff or find staff suitably trained in the Department to do so. They can approve cost allocation plans.
13. **Q.** Have the new rates of reimbursement been released yet? **A.** Federal rates have been released on June 27 (*members may get these rates off the Internet following guidance previously addressed in Newsletters and in the Consolidated Internet Resources guide, using the 6/27/01 date*). State meal rates have not.
14. **Q.** Is there a written policy on the use of donated foods in a reimbursable meal? **A.** There is no known written

policy per se but Carolyn addressed some situations below (*Editor's note: there has been a long term USDA policy that foods brought from home can be used under certain circumstances and the meal claimed as long as the provider contributes a portion of the meal with her own foods*):

- Home cooked food - not a good idea for sanitation and safety reasons.
 - Center or provider garden - okay
 - Farmer's Market - okay
 - Parent donated fruit - okay
 - Gleaned foods - okay
15. **Q.** Are any Manual updates and/or Management Bulletins coming on the inclusion of Trustlined providers on the CCFP? **A.** Yes, an ad hoc group has been formed with the Roundtable to explore further and issue guidance.
16. **Q.** Is there a policy in regards the provider/monitor ratio? **A.** No, not yet. The Interim Rule expected soon for changes in the Program brought about by PL 106-224 may address.
17. **Q.** The Management Manual addresses meal times and meal spacing stating that "if supplements are offered, they must be served between major meals except for the evening supplement which may be served after supper." If a provider chooses to serve only supplements, what if any guidelines must they follow? Can a provider for instance serve snacks at 2:00 and at 4:00 p.m.? **A.** Providers may serve no more than 2 snacks per day. NSD needs to further research timing restrictions if there are any.
18. **Q.** We accept the principle that infants are fed on demand. The Simplified Food Buying Guide on page 100, Item 30 states that "time of day should dictate the meal pattern served and claimed within a reasonable time." If sponsors are given this flexibility then what kind of documentation is required to substantiate why the decision was made? **A.** The buying guide goes on to say, and Carolyn reiterated, the time of day should dictate the meal claimed. Breakfast is near breakfast time and lunch near lunch time, etc.
19. **Q.** Further guidance is needed on the documents that are acceptable in lieu of meal count records or menus if the provider chooses to keep her records elsewhere and transfer the data over to the sponsor's forms at the end

of the month. Meal Counts? Menus? **A.** Meal counts can be kept on any document as long as it is maintained along with the sponsor's form that data was transferred too. Sponsor or state reviewers must be able to review current meal count records at any time during a review. Providers can use any document as long as it contains daily meal count records based on actual meal counts not on attendance. The same policy holds for menu records.

20. **Q.** It is our understanding that the computer documents submitted by providers are acceptable with a written signature? And a related question: Has any further guidance come out about accepting electronic signatures and allowing providers to submit claims electronically? **A.** There is no prohibition against computer forms or electronic signatures. An ad hoc group has been set up with the Roundtable to further explore.

USDA

There was no USDA report.

CALIFORNIA FOOD POLICY ADVOCATES

Rikki Grubb, new Director of Child Nutrition Programs: Rikki discussed her background in a little more depth from her introduction and advised that early in her career she worked on cumbersome licensing issues with many of the same child care stakeholders with whom we work today. She said she looked forward to and was excited about re-establishing contact with the Child Care Law Center, the R & R Network, PACE and the rest, and making them good advocates for the CCFP. She said she wanted to leave us with three thoughts: first, know that CCFP is a top priority now with CFPA; second, Child Nutrition reauthorization will be a common cause; and finally, she looks forward to ongoing contact with us in her new position.

On the Federal Scene: Ken gave us a look at the big picture with respect to federal legislation. Food Stamp reauthorization is proceeding very fast perhaps due to the certainty that next year, due to the tax cut, we will be broke. The House Agriculture Committee marks up a farm bill the week of July 23 with Food Stamps being marked up the following week. It is going to the committee directly and is basically a "done deal" in the House. The Senate is expected to move more slowly and deliberately (with Democratic leadership). He announced a deal made with California whereby it will not resist elimination of monthly reporting (most states already are on quarterly). This has been a bar-

rier to participation in the past.

He advised that the one year allowance for proprietary centers to participate with 25% free and reduced (versus 25% Title XX) may possibly be extended another year. Because of the limited duration of the original bill, states have held off doing outreach. This extension and a possible permanent change should reduce this barrier.

CFPA is putting together a Child Nutrition Reauthorization proposal; he would like our input.

State Legislation Update: On the state side Ken updated us on several issues:

- Arrangements have been made to raise the vehicle limit to \$15,000 for Food Stamp recipients in California.
- A Food Stamp outreach measure using federal matching funds was killed due to energy crunch.
- The state food stamp program has made permanent the provision allowing legal aliens in this country after August 27, 1996 to participate.
- WIC Farmers Market funding killed off by energy crunch.
- Start-up funding for community based agencies setting up a summer or after school snack program has survived and is on the Governor's desk.
- Ken briefed members on the background leading up to SB 19, legislation that we have addressed before in the news. It began as an effort to prevent childhood obesity by CAWAER, lead to the formation of CCCan and ultimately to the legislation. SB 19 has passed the Senate and is due to be heard by first the Assembly Health and then Ed Committees. To get it passed they had to make some compromises including leaving out CCFP & WIC (for now), beginning in 2004, and limiting it to K-8 (with a pilot for 10 high schools). They also settled for nutrition standards versus specific quantities.

Ken advised members interested in these issues to visit CFPA's web site often. It contains background information on all of the legislation discussed, sample letters and other important information. *Be sure to visit www.cfpa.net.*

Paula reminded members that all of this legislation that Ken mentioned directly impacts their low-income providers and

parents. As great as the CCFP is, low-income families need the additional nutritional assistance provided by food stamps, as well as the other child nutrition programs mentioned. Members are encouraged to support the legislation.

WEB SITES FOR JULY 2001:

- www.nal.usda.gov/fsrio - New USDA site aimed at providing a database of food safety research projects to the research community and the general public.
- www2.swmed.edu/humannutrition/Websites/categories.htm - World Nutrition Websites from the Center for Human Nutrition at Univ. of TX Southwestern Medical Center. Find here info on a number of topics including: food safety, functional foods, obesity guidelines, fad diets, etc.
- www.nal.usda.gov/fnic/pubs/bibs/edu/onlinecourse.html - Online food and nutrition education programs for adult learners, health professionals and students.
- www.nal.usda.gov/fnic/service/learnpub.html - Web site for Nutrition and Learning in Children: A Resource List for Professionals.
- www.nal.usda.gov/fnic/pubs/bibs/gen/foodsafety.html - WIC Works Food Safety Resource list.

**MARK YOUR CALENDARS AND MAKE RESERVATIONS FOR
THE NEXT TWO ROUNDTABLE MEETINGS**

FRIDAY, SEPTEMBER 21, 2001, 9:30 AM - 3:00 PM
West End Educational Services Center
 8265 Aspen Ave., Rancho Cucamonga, CA 91730

LODGING INFORMATION : The following hotels/motels are in the area:

Western Inn, 1191 E. Foothill Blvd., Upland 909-949-4800 (2 mi., \$50)

American Inn, 755 N. Euclid, Ontario 909-984-1775 (3-4 mi., \$50)

Amerisuites, 4760 Mills Circle, Ontario 909-980-2200 (very nice, 10 min to mtg., near large mall, shuttle avail., \$109 AAA)

Archibald Lodge, 2425 S. Archibald, Ontario 909-923-2728

Best Western, 8179 Spruce, Rancho Cucamonga 909-466-1111 (nice, 1 block to mtg., mall near, shuttle avail., \$89 or \$84 if mention Supt. of Schools).

Country Inn, 2359 S. Grove St., Ontario 909-923-1887

California Inn, 1150 N. Grove, Ontario 909-467-3788

PARKING & DIRECTIONS: The WEESC is located just a few quick minutes from the Ontario Airport. The rental car lot is on S. Haven Avenue. Go north on S. Haven, under the 10 Freeway to N. Haven; proceed north to Foothill Blvd., turn right. Go a short distance to Aspen, turn right then first left. Drive way on the right. Park at bottom building. If coming from the west take the 10 to Haven Ave. exit and follow instructions above. If coming from the north or south take the 15 and get off on Foothill Blvd. heading west. Take Foothill about a mile or two and turn left on Aspen.

The **Advisory Committee Meeting** is at the above location, Thursday, September 20, 10:00 a.m.



NOTICE: The next regular Roundtable meeting is in January 2002. The November meeting has been canceled. An Advisory Committee meeting is scheduled for 10:00 AM on Monday November 19 in Anaheim at the location of the 2002 Conference, the Sheraton Anaheim, at 900 South Disneyland Drive. Regular members interested in board activities or in possibly running for a board position in 2002 are welcome to attend. Please RSVP if you are planning to join us (call Ed at 925-686-0522).

SEE YOU AT THE CONFERENCE IN PALM SPRINGS IN OCTOBER!

