

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
BUREAU OF HEALTH AND NUTRITION SERVICES AND  
CHILD/FAMILY/SCHOOL PARTNERSHIPS  
25 INDUSTRIAL PARK ROAD  
MIDDLETOWN, CONNECTICUT 06457-1520

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TO: Child and Adult Care Food Program (CACFP)  
Adult Day Center Sponsors

FROM: Maureen B. Staggenborg, Director  
Child Nutrition Programs

DATE: June 27, 2005

SUBJECT: **Operational Memorandum #14A-05 CACFP Updates:**

1. Income Eligibility Application **2005-2006**
2. Household Letter **2005-2006**
3. Income Guidelines **July 1, 2005 through June 30, 2006**
4. Civil Rights Forms

**1. Income Eligibility Application 2005-2006**

In accordance with program regulations, new income eligibility applications for the Child and Adult Care Food Program (CACFP) must be collected from households every 12 months. The enclosed original two-page application form is to be used to make copies for the program. It may be copied back to back and the original should be retained to make future readable copies.

**2. Household Letter 2005-2006**

The sample Household Letter for adult centers has an attachment with reduced price meal income guidelines for 2005 – 2006. The letter must be distributed to households with the income eligibility application. The two-page format allows the form to be used from year to year with only the attachment updated annually. Eligibility determinations made prior to July 1, 2005 must be made using the guidelines in effect at the time the eligibility determination is made.

**3. Income Guidelines July 1, 2005 through June 30, 2006**

The guidelines effective July 1, 2005 to June 30, 2006 are enclosed. These are for use by sponsors only to determine income eligibility categories and are not to be distributed to households.

**4. Civil Rights Forms**

Please complete the enclosed the *Civil Rights Beneficiary Data Collection Form* and *Potential Beneficiary Data Determination Form* and retain on file with your other CACFP records. Do **not** submit these forms to the Child Nutrition Unit.

Many of the standard CACFP forms and Operational Memorandums are available on the State of Connecticut Department of Education Website at <http://www.state.ct.us/sde/deps/nutrition/index.htm> (click on "Child and Adult Care Food Program").

Questions regarding this memorandum may be directed to Susan Boyle at (860) 807-2074, Benedict Onye at (860) 807-2080 or Celia Cordero at (860) 807-2076.

MBS:shb