

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Division of Teaching and Learning Programs and Services
Bureau of Health and Nutrition Services and Child/Family/School Partnerships
25 Industrial Park Road
Middletown, Connecticut 06457-1543

MEMORANDUM

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

FROM: Maureen Staggenborg, Director
Child Nutrition Programs

SUBJECT: **Operational Memorandum #08H-06**
I. Day Care Home Provider Food Stamp Program Participation
II. Income Eligibility Determinations

DATE: April 12, 2006

I. Day Care Home Provider Food Stamp Program Participation

The Child and Adult Care Food Program; Improving Management and Program Integrity Interim Rule published on September 1, 2004 required each sponsoring organization of family day care homes to submit an annual list of family day care home providers receiving Tier I benefits on the basis of their participation in the Food Stamp Program. This memorandum is written to request the submission of that information to this office. The list must include the full name and address of each current provider eligible for Tier I benefits based on Food Stamp participation and must be submitted to this office no later than **April 26, 2006**. The list should include only those currently participating in CACFP. As required by the interim rule, our agency will submit a statewide list to the Connecticut State Department of Social Services within thirty days of receipt of the information.

II. Income Eligibility Determinations

The Child Nutrition and WIC Reauthorization Act of 2004 modified requirements for the duration of applications for free or reduced price meals in child and adult nutrition programs authorized by the Richard B. Russell National School Lunch Act, as well as requirements related to reporting changes in income during the period of eligibility covered by the application. These modified requirements are now applicable to the Child and Adult Care Food Program (CACFP).

In accordance with the Reauthorization Act, households are no longer required to report changes in circumstances, such as an increase in income (currently \$50 per month, or \$600 annually), a decrease in household size or when the household is no longer certified eligible for food stamps or Temporary Assistance for Needy Families. Therefore, effective immediately, once properly approved for free or reduced price benefits, a household will remain eligible for those benefits for a period not to exceed 12 months.

Based on this information parent and provider letters have been revised to eliminate the reference to the need to report changes in income. Copies of the revised letters are enclosed for immediate use with income eligibility applications distributed to providers or day care parents from this point forward.

If there are any questions concerning this guidance, please contact Maureen Staggenborg at 860-807-2070 or Susan Bohuslaw at 860-807-2073.

cnshared/cnmemos/om#08H-06 food stamp participation -income eligibility determinations

SAMPLE PARENT LETTER - DAY CARE HOMES - PROVIDER
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

Dear Provider:

In order to qualify for tier I reimbursement for meals served in your day care home under the Child and Adult Care Food Program (CACFP), you must complete and return the enclosed Income Eligibility Application.

ESTABLISHING ELIGIBILITY AS A TIER I HOME:

In order to qualify for the higher tier I reimbursement, you must:

- ◆ be located in an area of economic need as determined by school enrollment or census data; or
- ◆ establish individual economic need through the Income Eligibility Application.

Our office will determine your eligibility based on information provided on the Income Application. **We are required by law to verify the income information you provide.** Please include income documentation as described on the Verification Information sheet included with the Application. The information on the form will be used to decide if you qualify for CACFP benefits. We may also inform officials of other child nutrition, health and education programs of the information on your form to determine benefits for those programs. The Application must be completed as follows:

FOOD STAMP/TFA HOUSEHOLDS: If you currently receive Food Stamps or “Temporary Family Assistance”, you are automatically eligible for tier I reimbursement. Therefore, you only have to list your name, food stamp or TFA case number and sign the application.

ALL OTHER HOUSEHOLDS: If your household income is at or below the level shown on the scale on the attached page, you are eligible for tier I reimbursement. It is necessary to provide the following information for your application to be processed.

HOUSEHOLD MEMBERS: List the names of everyone who lives in your household. Include parents, grandparents, all children, other relatives and unrelated people who live in your household.

SOCIAL SECURITY NUMBERS: List your social security number or if you do not have a social security number, print “None”.

CURRENT INCOME: As a self-employed day care provider, you may list the net income that you earned in the last month or for the last year. Net income is defined as gross receipts (including all money received from parents for the care of their children and CACFP reimbursements) less operating expenses (such as the cost of food served to enrolled children). You must also list the gross income each person earned **last** month (BEFORE deductions for taxes, social security, etc.), the frequency of income and where it is from, such as wages, retirement or welfare. If any household member’s income last month was higher or lower than usual, last year’s may be used.

SIGNATURE: You must sign the application.

NONDISCRIMINATION: The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

REAPPLICATION: If you are not eligible now but have a decrease in household income, or an increase in household size, fill out an application at that time. Providers having family members who become unemployed are eligible for tier I reimbursement during the period of unemployment, provided that the loss of income causes the family income during the period of unemployment to be within the eligibility standards.

Note: Attach the current reduced price income guidelines and verification information

**SAMPLE PARENT LETTER - DAY CARE HOMES - PROVIDER'S OWN
CHILD AND ADULT CARE FOOD PROGRAM (CACFP)**

Dear Provider:

In order to qualify for tier I reimbursement for meals served to your own children while enrolled in your day care home under the Child and Adult Care Food Program (CACFP), you must complete and return the enclosed Income Eligibility Application.

Even if you live in an area identified as one of economic need, you are required by CACFP regulations to complete the Application if you wish to claim meals served to your own children. Our office may verify the income information you submit, but we are not required to do so in this circumstance. Therefore, do not submit income documentation unless we specifically ask you to do so.

The information on the form will be used to decide if you qualify for CACFP benefits. We may inform officials of other child nutrition, health and education programs of the information on your form to determine benefits for those programs. The application must be completed as follows:

FOOD STAMP/TFA HOUSEHOLDS: If you currently receive Food Stamps or “Temporary Family Assistance” for your child, you only have to list your child’s name, food stamp or TFA case number and sign the application.

ALL OTHER HOUSEHOLDS: If your household income is at or below the level shown on the scale on the attached page, it is necessary to provide the following information for your application to be processed.

HOUSEHOLD MEMBERS: List the names of everyone who lives in your household. Include parents, grandparents, all children, other relatives and unrelated people who live in your household.

SOCIAL SECURITY NUMBERS: List the social security number of the adult household member who signs the application. If the adult does not have a social security number, print “None”.

CURRENT INCOME: List the amount of income each person earned **last** month (BEFORE deductions for taxes, social security, etc.), the frequency of income and where it is from, such as wages, retirement or welfare. If any household member’s income last month was higher or lower than usual, list that person’s usual average monthly income.

SIGNATURE: An adult household member must sign the application.

FOSTER CHILDREN: In certain cases, foster children are eligible for these benefits regardless of the household income. If a household has a child living with them who is a legal ward of the State of Connecticut, that child is considered a family of one, and monthly income from the State must be listed.

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REAPPLICATION: If you are not eligible now but have a decrease in household income, an increase in household size, or become unemployed, fill out an application at that time. Providers having family members who become unemployed are eligible for tier I reimbursement for meals served to your own children during the period of unemployment, provided that the loss of income causes the family income during the period of unemployment to be within the eligibility standards.

Note: Attach the current reduced price income guidelines

SAMPLE PARENT LETTER - DAY CARE HOMES - HOUSEHOLDS IN TIER II HOMES

CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

Dear Parent or Guardian:

Your child is enrolled at the home of _____, a provider participating in the U. S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP) through an agreement with our agency. Under this agreement, your day care home provider receives reimbursement for meals served to your child while in care. The amount of reimbursement received by your provider depends on the income of the households of children in care. Therefore, depending on your family size and income, your day care provider will be reimbursed at either the higher tier I or lower tier II reimbursement for your child's meals.

Please provide the information requested on the enclosed Income Eligibility Application and return it as soon as possible. We will use the information on the form to decide the level of CACFP benefit your provider will receive. We may also inform officials of other child nutrition, health and education programs of the information on your form to determine benefits for those programs.

FOOD STAMP/TFA HOUSEHOLDS: If you currently receive Food Stamps, "Temporary Family Assistance" or receive benefits from other Federal or State Categorically Eligible Programs for your child, you only have to list your child's name, food stamp or TFA case number or other categorically eligible program identification number and sign the application.

ALL OTHER HOUSEHOLDS: If your household income is at or below the level shown on the scale on the attached page, it is necessary to provide the following information for your application to be processed.

HOUSEHOLD MEMBERS: List the names of everyone who lives in your household. Include parents, grandparents, all children, other relatives and unrelated people who live in your household.

SOCIAL SECURITY NUMBERS: List the social security number of the adult household member who signs the application. If the adult does not have a social security number, print "None".

CURRENT INCOME: List the amount of income each person earned **last** month (BEFORE deductions for taxes, social security, etc.), the frequency of income and where it is from, such as wages, retirement or welfare. If any household member's income last month was higher or lower than usual, list that person's usual average monthly income.

SIGNATURE: An adult household member must sign the application.

FOSTER CHILDREN: In certain cases, foster children are eligible for these benefits regardless of the household income. If a household has a child living with them who is a legal ward of the State of Connecticut, that child is considered a family of one, and monthly income from the State must be listed.

NONDISCRIMINATION: The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, age, or disability. (Not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

REAPPLICATION: If you are not eligible now but have a decrease in household income, an increase in household size, or become unemployed, fill out an application at that time. If you have family members who become unemployed, providers will be reimbursed at the tier I rate for your child's meal during the period of unemployment, provided that the loss of income causes the family income during the period of unemployment to be within the eligibility standards.

Note: Attach the current reduced price income guidelines

