

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 23, 2006

SUBJECT: **Operational Memorandum #12A-06 CACFP Updates:**

1. Income Eligibility Application **2006-07**
2. Household Letter **2006-07**
3. Income Guidelines **July 1, 2006 through June 30, 2007**
4. Civil Rights Forms

**1. Income Eligibility Application 2006-07**

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 has been revised as of June 2006** to include changes in civil rights requirements and an updated nondiscrimination statement, pursuant to FNS Instruction 113-1. This form should be used to make copies for your program; it may be copied back to back and the original should be retained to make future readable copies. **All earlier versions of this form must be discarded.**

**2. Household Letter 2006-07**

The sample Household Letter for adult centers has an attachment with reduced price meal income guidelines for 2006-07. 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, 2006 must be made using the guidelines in effect at the time the eligibility determination is made.

*Note:* In accordance with the Child Nutrition and WIC Reauthorization Act of 2004, households are no longer required to report changes in circumstances such as an increase in income (previously, \$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 Family Assistance (TFA) benefits. 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. The attached household letter has been revised to reflect this change.

**3. Income Guidelines July 1, 2006 through June 30, 2007**

The income guidelines effective July 1, 2006 to June 30, 2007 are enclosed. These are for use by sponsors only to determine income eligibility categories and are not to be distributed to households.

*Op Memo #12A-06*  
*CACFP Updates – Adult Centers*

**4. Civil Rights Forms**

Civil Rights requirements have changed, pursuant to FNS Instruction 113-1. Guidance concerning these revisions, as well as required civil rights forms will be sent to all sponsors under separate cover at a later date.

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

Enclosures