

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

FROM: Charlene Russell-Tucker, Chief
Bureau of Health and Nutrition Services
and Child/Family/School Partnerships

DATE: June 28, 2007

SUBJECT: **Operational Memorandum #13A-07 CACFP Adult Center Updates:**

1. Income Eligibility Application **2007-08**
2. Household Letter **2007-08**
3. Income Guidelines **July 1, 2007 through June 30, 2008**
4. Civil Rights Forms **2007-08**

1. Income Eligibility Application 2007-08

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 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.

2. Household Letter 2007-08

The sample Household Letter for adult centers has an attachment with reduced price meal income guidelines for 2007-08. 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, 2007 must be made using the guidelines in effect at the time the eligibility determination is made.

Note: 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.

3. Income Guidelines July 1, 2007 through June 30, 2008

The income guidelines effective July 1, 2007 to June 30, 2008 are enclosed. These are for use by sponsors only to determine income eligibility categories and are not to be distributed to parents or households.

4. Civil Rights Forms 2007-08

Annual Civil Rights data collection is required pursuant to FNS Instruction 113-1.

Civil Rights forms must be completed annually by each participating CACFP institution to determine:

- The number of potentially eligible beneficiaries by racial or ethnic category for the area served by the institution each year. A sample *Civil Rights Potential Beneficiary Data Determination Form* (revised 03-07) and 2006 school population data are enclosed.

- Actual beneficiary data by racial or ethnic category for each child care center, outside-school-hours care center, adult day care center and family day care home under the jurisdiction of the institution each year. A sample *Civil Rights Data Collection Form* (revised 03-07) is enclosed.

Civil Rights forms must be retained on file with all other CACFP records; **do not submit Civil Rights forms to the Child Nutrition Unit.** In addition, all civil rights data must be maintained under safeguards, restricting access of records only to authorized personnel.

Institutions are reminded that all CACFP records must be maintained on file for 3 years after the date of submission of the final claim for reimbursement for the fiscal year to which they pertain, or if an audit is outstanding, until the audit is closed, as required by Program regulations 7 CFR Part 226.10(d).

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.

CRT:shb

Enclosures