

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

FROM: Paul Flinter, Chief
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: July 12, 2007

SUBJECT: Operational Memorandum #14H-07 CACFP Updates:

1. Income Eligibility Applications **2007-08**
2. Letters to Parents/Providers for **2007-08**
3. Verification Information
4. Income Guidelines for **2007-08**
5. Lists of State and Federal Categorically Eligible Programs
6. Special Supplemental Nutrition Program for Women, Infants and Children (WIC) Information Distribution **2007-08**
7. Parental Notification Requirement
8. Civil Rights Forms

1. ***Income Eligibility Applications*** are enclosed. In accordance with program regulations, income eligibility applications for the Child and Adult Care Food Program (CACFP) collected from parents/households are current for a 12-month period. **The enclosed original two-page application forms have been revised as of June 2007** to include an updated Privacy Act statement. These forms should be used to make copies for your program; they may be copied back to back and the originals should be retained to make future readable copies. **All earlier versions of these forms must be discarded.** It is allowable to customize the forms to meet program needs, however, the content may not be changed.
2. Sample ***Letters to Parents/Providers*** containing the **2007-08 income guidelines for reduced price meals** are enclosed. The letters must be distributed to parents/households with the appropriate income eligibility application. The two-page format allows the letter to be used from year to year with only the reduced income guidelines 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.*
3. ***Verification Information.*** Information on acceptable verification documentation is enclosed to be used as an attachment to the provider letter that is sent with provider applications for Tier I Income Eligibility.
4. 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 distributed to parents or households.

5. The lists of ***State and Federal Categorically Eligible Programs*** are enclosed. Be reminded that this “expanded” categorical eligibility only pertains to the households of children enrolled in tier II homes. Participation in these programs may not be used to classify a day care home as tier I, nor for qualifying provider’s own children for reimbursement. Sponsors that observe reporting of state programs *other* than the ones on the enclosed list are urged to contact the Child Nutrition Unit for verification.

6. ***WIC Information Distribution.*** Updated information about the WIC Program is enclosed for use in meeting the ongoing requirement for WIC outreach through the CACFP. Regulations require Child Nutrition agencies to provide information concerning the WIC Program to each CACFP group and family day care home on an annual basis. The information is, in turn, to be distributed to the parents of children at the time of CACFP enrollment.

Sponsors may choose to mail this information directly to parents/guardians of new enrollees upon receipt of the new enrollment document from a provider. Another option is to provide a sufficient supply to each provider to distribute to the parent/guardian of each new CACFP enrollee. The information includes:

- A basic explanation of the benefits and importance of the program;
- Information about how benefits may be obtained; and
- Eligibility standards for WIC.

These materials have been revised to reflect current information and eligibility guidelines. The updated WIC information must also be given to each provider for posting in his/her home to allow parents/guardians of existing participants to be informed of the current eligibility requirements and income eligibility guidelines.

7. ***Parental Notification Requirement.*** The Agricultural Risk Protection Act of 2000 (Public Law 106-224) requires day care homes to inform parents or guardians of enrolled children about Program benefits. Notification must be provided on an ongoing basis as new children are enrolled in the CACFP. Note that this distribution requirement is now incorporated under *Rights and Responsibilities of the Day Care Home Provider* in the Sample Agreement Between Sponsoring Organization and Day Care Home Provider-2005 Revision.

The “Building for the Future” flyers previously distributed in Spanish and English meet the notification requirement if they are completed with the sponsor name and telephone number in addition to the existing State agency contact information. *Flyers distributed without the sponsor and State agency contact information do not meet the parental notification requirement.* Additional copies of the flyer are available upon request. Translations include: Russian, Khmer, Laotian, Hmong, Thai, Japanese, Mandarin Chinese, Portuguese, Haitian Creole, and Vietnamese.

8. Civil Rights Forms. 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 CACFP group 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 Bohuslaw at (860) 807-2073.

PF:shb

Enclosures