



STATE OF CONNECTICUT

STATE DEPARTMENT OF EDUCATION



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

FROM: Cheryl Resha, Education Manager
Bureau of Health/Nutrition, Family Services and Adult Education

DATE: June 30, 2008

SUBJECT: Operational Memorandum #10A-08 CACFP Adult Day Care Center Updates:

1. Income Eligibility Application **2008-09**
2. Household Letter **2008-09**
3. Income Guidelines **July 1, 2008 through June 30, 2009**
4. Civil Rights Forms **2008-09**

1. Income Eligibility Application 2008-09 (*English and Spanish*)

In accordance with Program regulations, new income eligibility applications must be collected from households every 12 months. **The enclosed original two-page application form has been revised as of June 2008.** 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 2008-09

The sample Household Letter for adult centers has an attachment with reduced price meal income guidelines for 2008-09. The letter and 2008-09 reduced income guidelines 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, 2008 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, 2008 through June 30, 2009

The income guidelines effective July 1, 2008 to June 30, 2009 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 2008-09

Annual Civil Rights data collection is required pursuant to FNS Instruction 113-1, *Civil Rights Compliance and Enforcement – Nutrition Programs and Activities* (revised 11/8/05).

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 06-08) and 2007 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 06-08) is enclosed.

Recently, the U.S. Department of Agriculture's (USDA's) Northeast Regional Office provided the following clarification regarding the collection of ethnic and racial data on the *Civil Rights Data Collection Form*:

- (1) **A two-question format is required.** The first question deals with ethnicity; the ethnic breakdowns are *Hispanic or Latino* and *Not Hispanic or Latino*. A second question deals with race; the racial breakdowns are: *American Indian or Alaskan Native; Asian; Black or African American; Native Hawaiian or Other Pacific Islander; and White*.
- (2) **The question regarding ethnicity must come first and the responses to this question should equal one hundred percent (100%) of the applicants** [a person is either *Hispanic or Latino* or *Not Hispanic or Latino*].
The responses to the second question will be equal to or greater than one hundred percent (≥ 100%), since it is possible that a single person may self-identify in more than one different racial category.

In summary, when completing the *Civil Rights Data Collection Form*:

- The sum of *Hispanic or Latino* or *Not Hispanic or Latino* will always equal 100% of the applicants.
- The sum of the racial categories (*American Indian or Alaskan Native; Asian; Black or African American; Native Hawaiian or Other Pacific Islander; and White*) will be equal to or greater than 100% of the applicants.

USDA has informed the Child Nutrition Unit that a change to the Child Nutrition, Food Distribution and WIC appendices of FNS Instruction 113-1 has been requested in order to clarify the intent of the Instruction, which is to require the collection of ethnic and racial data.

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

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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.

CR:shb
Enclosures

Important: This is a numbered Operational Memorandum that contains important program information. Please read carefully and retain in a binder for your future reference. Operational Memoranda are also posted on the Child Nutrition website at:
<http://www.sde.ct.gov/sde/cwp/view.asp?a=2626&q=321576>