



# STATE OF CONNECTICUT

## STATE DEPARTMENT OF EDUCATION



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

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

**DATE:** June 30, 2008

**SUBJECT: Operational Memorandum #10C-08 CACFP Child Care Center Updates:**

1. Income Eligibility Application **2008-09**
2. Day Care Center Child Enrollment Form **2008-09** *or*  
Head Start Child Enrollment Form **2008-09**
3. Parent Letter **2008-09**
4. Income Guidelines **July 1, 2008 through June 30, 2009**
5. Special Supplemental Nutrition Program for Women, Infants and Children (WIC) **2008-09**
6. Parental Notification Requirement (*Building for the Future* flyers)
7. 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 parents or guardians 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.** (*The Income Eligibility Application is not applicable for emergency shelters and after-school "at risk" snack programs.*)

**2. Day Care Center Child Enrollment Form 2008-09** (*English and Spanish*) *or*  
**Head Start Child Enrollment Form 2008-09** (*English and Spanish*)

An annual enrollment form must be collected for all children enrolled in CACFP\*.

**The enclosed original one-page Day Care Center and Head Start Enrollment Forms have been revised as of June 2008.**

The child's CACFP enrollment form must be signed by the parent or guardian and include information about the child's normal days and hours of attendance and the meals that the child receives while in care.

\*Child day care programs may choose to capture required CACFP enrollment information on a separate enrollment form *or* as part of the Income Eligibility Application that is submitted annually by households of participants in care. **Head Start programs must collect an annual Head Start Child Enrollment Form for all federally-funded Head Start children.** The current sample Income Eligibility Application and child enrollment forms (one for day care centers and one for Head Start Programs) include this required information. (*Enrollment forms are not applicable for emergency shelters, outside school hours care centers (OSHCCs) and after-school "at risk" snack programs.*)

**3. Parent Letter 2008-09**

The sample Parent Letter for child care/Head Start 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 parents or guardians 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. *(This form is not applicable for emergency shelters and after-school "at risk" snack programs).*

**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.

**4. 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 parents or households. *(This form is not applicable for emergency shelters and after-school "at risk" snack programs).*

**5. Special Supplemental Nutrition Program for Women, Infants and Children (WIC) 2008-09**

Updated information about the WIC Program is enclosed for use in meeting the ongoing requirement for WIC outreach through the Child and Adult Care Food Program (CACFP). Program regulations require Child Nutrition agencies to provide information concerning the WIC Program to each CACFP child care center (except for outside-school hours centers). The information must then be provided by child care centers to the parents of children at the time of CACFP enrollment.

**6. Parental Notification Requirement (*Building for the Future flyer*) 2008-09**

CACFP regulations require child day care centers 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. The enclosed flyer (in English and Spanish) has been updated to reflect new State agency contact information and should be used to meet this requirement. All earlier versions of this form should be discarded. ***Please note that the sponsoring organization or day care center contact information (name and telephone number) must also be included on the parental notification forms. Flyers distributed without the sponsor and state agency contact information do not meet the parental notification requirement.***

## 7. 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>