



STATE OF CONNECTICUT

STATE DEPARTMENT OF EDUCATION



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

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

DATE: July 14, 2009

SUBJECT: Operational Memorandum #09H-09 CACFP Homes Updates:

1. Income Eligibility Application **2009-10**
2. Letter to Parents/Providers for **2009-10**
3. Verification Information
4. Income Guidelines **July 1, 2009, through June 30, 2010**
5. Lists of State and Federal Categorically Eligible Programs
6. Special Supplemental Nutrition Program for Women, Infants and Children (WIC) **2009-10**
7. Parental Notification Requirement (*Building for the Future* flyers)
8. Civil Rights Forms **2009-10**

1. Income Eligibility Application 2009-10

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 2009 to reflect a name change for the Federal Food Stamp Program to the Supplemental Nutrition Assistance Program (SNAP).** 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.** It is allowable to customize the form to meet program needs; however, the content may not be changed.

2. Sample Letters to Parents/Providers containing the **2009-10 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, 2009, 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. **The enclosed original one-page Verification Information Form has been revised as of June 2009.**

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4. Income Guidelines July 1, 2009, through June 30, 2010

The income guidelines, effective July 1, 2009, to June 30, 2010, are enclosed. These are for use by sponsors only to determine income eligibility categories and are not to be distributed to parents or households. **Please note that the conversion factors for converting different frequencies of income to one common denominator have changed from monthly conversions to annual conversions. For example, a weekly income must now be multiplied by 52 instead of 4.33, and a biweekly income must now be multiplied by 26 instead of 2.15. Conversions to an annual income are only necessary when a household provides multiple incomes with different frequencies in Part 2B of the Income Eligibility Application.**

5. The lists of **State and Federal Categorically Eligible Programs** are enclosed. Please remember 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. Special Supplemental Nutrition Program for Women, Infants and Children 2009-10

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 group and family day care home on an annual basis. The information must then 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 (*Building for the Future flyer*) 2009-10

CACFP regulations require 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-2008 Revision.

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 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.** 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 2009-10

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 06-09)*** and 2008 school population data are enclosed; and
- 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 06-09)*** is enclosed.

Below is a 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 ($\geq 100\%$),** 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.

CACFP Operational Memorandum #09H-09
July 14, 2009
Page 4

The United States Department of Agriculture 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.

Institutions are reminded that **all CACFP records must be maintained on file for three 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.

CR:shb

Enclosures: (9)