

# STATE OF COLORADO

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Colorado Department  
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## \*\*\*CDPHE-CACFP PROCEDURE MEMO FDCH-#14-03\*\*\*

**DATE:** February 4, 2014

**TO:** Directors of FDCH Sponsors

**FROM:** Tracy Miller, MSPH, RD, Director  
Colorado Department of Public Health and Environment  
Child and Adult Care Food Program

**SUBJECT:** Guidance on Income Eligibility Determinations and Duration-Reissued

This memorandum supersedes CDPHE-CACFP Procedure Memo FDCH #12-04 *Guidance on Income Eligibility Determinations and Duration* issued in March 2012. This memorandum provides additional guidance and clarification from the United States Department of Agriculture-Food and Nutrition Service (USDA-FNS) regarding individual income eligibility determinations and duration in the Child and Adult Care Food Program (CACFP). The revised guidance allows new flexibilities for establishing the effective date of eligibility for tier I reimbursement in CACFP on providers' and children's income eligibility forms (CHIEFs).

### Eligibility Duration

In accordance with 7 CFR §226.23(f), CACFP institutions must collect and report to State agencies free, reduced-price, and paid meal eligibility information. Family Day Care Home Sponsors must collect income information for income eligible providers receiving tier I benefits, and for children claimed for tier I benefits in a tier II home. Such information must be updated annually and may not be more than 12 months old. Income eligibility forms should be considered current and valid until the last day of the month in which the form was dated one year earlier.

Sponsors may now choose between the following dates to use as the effective date of providers' and children's eligibility for CACFP benefits.

- 1) The date the provider, or parent/guardian (for the CHIEF) sign the income eligibility form;

**or**

- 2) The date on which the Sponsor's official makes the determination, and signs and dates the income eligibility form.

Sponsor officials must decide which date to use as the effective date and apply the same method to all eligibility determinations made for all applicable homes, and participants of sponsored homes. This new flexibility applies only to eligibility determinations made on complete income eligibility forms that contain all required information.

As a reminder, the following provisions described in CDPHE-CACFP Procedure Memo FDCH #12-04, issued in March 2012, remain in effect:

### **Change in Income**

Households are not required to report changes in circumstances, such as an increase in income, a decrease in household size, or when the household is no longer certified eligible for benefits through the Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF). Once a household or a child is approved for tier I benefits, eligibility remains in effect for a period not to exceed 12 months, regardless of any change in circumstances.

### **Elimination of Temporary Approval**

Eligibility determinations for providers' income eligibility forms that report zero (0) household income and zero (0) child care income, and for children's income eligibility forms that report zero (0) household income are effective for 12 months. The policy now allows for 12 months of eligibility for these providers and households without a need to obtain a new form every 45 days until an income amount is reported.

The 2014-2015 English and Spanish income eligibility forms will reflect the new provisions of this policy.

Please contact the CDPHE-CACFP office at (303) 692-2330 if you have any questions.