



COLORADO

Department of Public Health & Environment

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CDPHE-CACFP PROCEDURE MEMO FDCH #15-08

DATE: April 13, 2015

MEMO CODE: FDCH #15-08

SUBJECT: Eligibility determinations
Other Source Categorically Eligible Programs
FY 2015-2016 Household Income Eligibility Guidelines
FY 2015-2016 Revised Forms

TO: Sponsors of family day care homes

This memorandum summarizes guidance described in the CDPHE-CACFP Procedure Memo #15-03 and releases the 2015-2016 Provider Income Eligibility Forms (IEFs), the English and Spanish Provider IEF Letters, the English and Spanish Children's Income Eligibility Form (CHIEF), the Parent/Guardian IEF Letters, and the 2015-2016 Household Income Eligibility Guidelines. The 2015-2016 Provider IEF, the CHIEF, and the Provider and Parent/Guardian IEF letters include revisions pertaining to new information regarding Other Source Categorically Eligible Programs from the August 2014 USDA Eligibility Manual.

The CDPHE-CACFP will release the 2015-2016 Rates of Reimbursement to all institutions once issued by the United States Department of Agriculture (USDA).

Eligibility determinations

Procedure Memo #15-03 clarified the effective date of the income eligibility form when the CACFP FDCH Sponsor uses the date the provider signed the Provider IEF, or the date the parent/guardian signs the CHIEF to determine eligibility.

An individual Provider IEF or CHIEF signed and dated by a provider or the parent/guardian in the previous month and certified by the sponsor on the current month would be effective the first day of the month in which the form was dated by the provider or parent/guardian. For example, if the provider or the parent/guardian dated the form on February 23, but the form is not received by the institution and certified until March 2, the form is effective February 1.

However, if the form was received and certified in April, the form is effective April 1. Because the date of the provider or parent/guardian signature is not within the month of certification or the immediately preceding month, the effective date must be the date of certification by the institution.

Other Source Categorically Eligible Programs

Other Source Categorically Eligible programs allow automatic eligibility at the Tier I rate in the CACFP when the FDCH sponsor obtains documentation from the corresponding agency and verifies children are:

- Enrolled in a Federal Head Start Program;
- Enrolled in Even Start, a Federally-funded Even Start Family Literacy Program for pre-school and pre-kindergarten children;
- Determined to be a homeless child by the school district's homeless liaison or by the director of a homeless shelter;

- Determined to be a migrant child by the State or local Migrant Education Program (MEP) coordinator or homeless liaison;
- Determined to be a runaway child who is receiving assistance from a program under the Runaway and Homeless Youth Act and is identified by the local educational liaison;
- Determined to be a foster child whose care and placement is the responsibility of the State or is formally placed by a court with a caretaker household, and the State retains legal custody of the child.

A child's eligibility for free meals under Other Source Categorical Eligibility does not extend to any other child in the household.

2015-2016 Household Income Eligibility Guidelines

The Household Income Eligibility Guidelines are effective July 1, 2015 through June 30, 2016. Use the 2015-2016 Household Guidelines when determining eligibility for Free, Reduced and Paid meals on the Income Eligibility Forms (IEFs).

2015-2016 Income Eligibility Forms and IEF Letters

The 2015-2016 Provider IEF, the CHIEF, and the Provider and Parent/Guardian IEF letters were revised to include the provisions of the Other Source Categorically Eligible Programs. Beginning July 1, 2015, please discard any blank 2014-2015 income forms and replace with the 2015-2016 forms. This memorandum includes following forms as attachments:

- 2015-2016 Provider Income Eligibility Form in English
- 2015-2016 Provider Income Eligibility Form in Spanish
- 2015-2016 Provider IEF letter in English
- 2015-2016 Provider IEF letter in Spanish
- 2015-2016 CHIEF in English
- 2015-2016 CHIEF in Spanish
- 2015-2016 Parent/Guardian IEF letter in English
- 2015-2016 Parent/Guardian IEF letter in Spanish

The institution must distribute the Provider IEF Letter with the Provider IEF to all participating providers. The institution must ensure participating providers distribute the Parent/Guardian IEF Letter with the CHIEF to the families of enrolled children. The Provider IEF and the CHIEF are valid for 12 months after the month in which the form is received and approved by the institution. For example, if the determination date is July 2015, the form is valid from July 1, 2015 through July 31, 2016.

FDCH Provider Agreement (English and Spanish)

The English and Spanish Provider Agreement, Section K, *Rights and Responsibilities of the Sponsoring Organization*, include revised language pertaining to termination of a provider agreement for cause or convenience.

The Food Service Data section of the agreement now includes a check box for Monday to Friday.

2015-2016 Sponsor Provider Survey

The survey includes the 2015-2016 Household Guidelines effective July 1, 2015 to June 30, 2016.

These forms are available in the Materials and Forms section on the CDPHE-CACFP website at <https://www.colorado.gov/cdphe/cacfp>.

Reminder: Institutions must maintain copies of the Provider IEFs and CHIEFs, and all CACFP records, for 3 years and 4 months in addition to the current fiscal year.

Please contact the CDPHE-CACFP office at (303) 692-2330 for information regarding forms in other languages or if you have questions.