

# STATE OF COLORADO

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Colorado Department  
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## \*\*\*CDPHE-CACFP PROCEDURE MEMO-#14-02\*\*\*

**DATE:** February 4, 2014

**TO:** Child Care and Adult Day Care Institution Representatives

**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 #12-05 *Guidance on Income Eligibility Determinations and Duration* issued on July 30, 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 participants' eligibility for free or reduced-price meals in the CACFP.

### 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. 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.

Institutions may now choose among the following dates to use as the effective date of participants' eligibility for CACFP benefits.

- 1) The date the parent/guardian or the participant/guardian sign the income eligibility form;

**or**

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

Institution officials must decide which date to use as the effective date and apply the same method to all eligibility determinations made for all participants in all sponsored sites. 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 #12-05, issued on July 30, 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 is approved for free or reduced price 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 households that report zero (0) income on their income eligibility forms are effective for 12 months. The CDPHE-CACFP no longer requires institutions to obtain a new income eligibility 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.