



***** CDPHE-CACFP PROCEDURE MEMO CENTERS #15-04 *****
***** CDPHE-CACFP PROCEDURE MEMO FDCH #15-03 *****
***** CDPHE-CACFP PROCEDURE MEMO ADC #15-02 *****

DATE: January 22, 2015
MEMO CODE: CENTERS #15-04, FDCH #15-03, ADC #15-02
SUBJECT: Additional guidance regarding income eligibility determination in the CACFP
TO: Child and Adult Care Food Program institution representatives

This memorandum describes revisions to CDPHE-CACFP Procedure Memo #14-02 *Guidance on Income Eligibility Determinations and Duration-Revised* issued on February 4, 2014. The CDPHE-CACFP received additional clarification from the United States Department of Agriculture-Food and Nutrition Service (USDA-FNS) regarding the income eligibility effective date in the Child and Adult Care Food Program (CACFP).

CACFP institutions have flexibility concerning the effective date of certification for Program benefits. The date used to make this determination may be either the date the parent, guardian or participant signs the Income Eligibility Form, or the date on which the institution official signs the form to certify eligibility of the participant. However, if the date of the parent, guardian or participant signature is not within the month of certification by the institution or the immediately preceding month, the revised USDA guidance indicates the effective date must be the date on which the institution's official makes the eligibility determination.

The question and answer below provides additional clarification regarding the income eligibility effective date.

For non-school CACFP institutions, if an individual Income Eligibility Form is signed and dated by the parent, guardian or participant on February 23, but is not received by the institution and certified until March 2, for which month does the income eligibility determination become effective? What if the form is received and certified April 2nd?

If the CACFP institution is using the date of the parent, guardian, or participant signature to determine eligibility, an individual Income Eligibility Form signed and dated by a parent, guardian or participant in February and certified in March would be valid effective February 1.

However, if the form was received and certified in April, meaning there was a delay in either submitting or certifying the form until the month of April, the form is valid effective April 1. Because the date of the parent, guardian or participant 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.



According to CDPHE-CACFP Procedure Memo #14-02, institutions must choose whether to use the parent, guardian, or participant signature date or the institution's eligibility determination date for the eligibility determination process, and apply the same method to all income eligibility determinations.

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

