



CDPHE-CACFP PROCEDURE MEMO CENTERS #15-08

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SUBJECT: Eligibility determinations
Other Source Categorically Eligible Programs
2015-2016 Household Income Eligibility Guidelines
Income Eligibility Forms (IEFs)
IEF Letters for parents/guardians

TO: Child and Adult Care Food Program child care institution representatives

This memorandum summarizes guidance described in the CDPHE-CACFP Procedure Memo CENTERS #15-04 and releases the 2015-2016 Income Eligibility Forms (IEFs), IEF Letters, and the 2015-2016 Household Income Eligibility Guidelines. The 2015-2016 IEF and the Parent/Guardian IEF letters were revised with new information from the August 2014 USDA Eligibility Manual pertaining to Other Source Categorically Eligible Programs. This procedure memo does not apply to institutions that only sponsor Head Start facilities with only Head Start enrolled children.

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 #15-04 provided additional guidance and clarified the effective date of the Income Eligibility Form when the CACFP institution uses the date the parent/guardian signs the form to determine eligibility.

An individual Income Eligibility Form signed and dated by a parent/guardian in the previous month and certified by the institution during the current month would be effective on the first day of the month in which the form was dated by the parent/guardian. For example, if the parent/guardian dated the IEF 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 this form was received and certified in April, the form is effective April 1. In this example, the date of the parent/guardian signature is not within the month of certification or the immediately preceding month. Therefore, 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 Free rate in the CACFP when the institution 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 Income Eligibility Guidelines when determining eligibility for Free, Reduced, and Paid meals on the Income Eligibility Forms (IEF). This memorandum includes the guidelines as an attachment.

2015-2016 Income Eligibility Forms and IEF Letters

The 2015-2016 IEF and IEF Letters for parents/guardians reflect revisions pertaining to Other Source Category Eligible Programs, according to the USDA Eligibility Manual, released on August 2014. Beginning July 1, 2015, please discard any blank 2014-2015 forms and replace with the 2015-2016 forms. This memorandum includes the forms and letters as attachments.

- 2015-2016 Income Eligibility Form in English
- 2015-2016 Income Eligibility Form in Spanish
- 2015-2016 IEF Letter in English
- 2015-2016 IEF Letter in Spanish

The institution must distribute the IEF Letter with the Income Eligibility Form (IEF) to families of all enrolled children. IEFs 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.

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

Reminder: The institution must maintain IEFs 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.