

STATE OF COLORADO

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Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department
of Public Health
and Environment

CDPHE-CACFP PROCEDURE MEMO #14-03 Adult Day Care Centers

DATE: July 15, 2014
TO: Adult Day Care Institution Representatives
FROM: Colorado Department of Public Health and Environment-
Child and Adult Care Food Program (CDPHE-CACFP)
SUBJECT: **1. Eligibility Duration**
2. Household Guidelines for 2014-2015
3. Adult Income Eligibility Forms (IEFs) and Adult IEF
Participant/Guardian Letters for 2014-2015

This memorandum provides previously released guidance regarding individual income eligibility determinations and duration in the Child and Adult Care Food Program (CACFP) described in the CDPHE-CACFP Procedure Memo #14-02 dated February 4, 2014. Included with this memorandum are the 2014-2015 Adult IEFs, the Adult Participant/Guardian IEF Letters, and the 2014-2015 Household Guidelines. The CDPHE-CACFP will send the 2014-2015 Rates of Reimbursement once issued by the United States Department of Agriculture (USDA).

1. Eligibility Duration

The revised guidance on eligibility duration allows flexibility for establishing the effective date of participants' eligibility for free or reduced-price meals in the CACFP. Institutions may now choose among the following dates to use as the effective date of participants' eligibility for CACFP benefits.

- a) The date the participant/guardian or the participant/guardian sign the income eligibility form;
- Or**
- b) 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.

2. 2014-2015 Household Guidelines

Beginning July 1, 2014, please discard any blank 2013-2014 forms and replace with the 2014-2015 forms. The Household Income Eligibility Guidelines are effective July 1, 2014 through June 30, 2015. Use the enclosed 2014-2015 Household Guidelines when determining eligibility for Free and Reduced meals on the Income Eligibility Forms (IEF's).

3. 2014-2015 Adult Day Care Income Eligibility Form (IEF) and Adult Participant/Guardian IEF Letter

Enclosed with this memorandum are the following forms:

- 2014-2015 Adult IEF
- 2014-2015 Dear Participant/Guardian Letter

The Institution must distribute the Participant/Guardian IEF Letter with the Income Eligibility Form (IEF) to participants/guardians of all enrolled adults. For any new enrollees or participants with expired IEFs, please use the 2014-2015 form from this date forward. 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 2014, the form is valid from July 1, 2014 through July 31, 2015.

These forms to will be posted in the CDPHE-CACFP website:

<https://www.colorado.gov/pacific/cdphe/cacfp> under the Materials and Forms tab.

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

Reminder: The Institution must maintain IEFs, as well as all CACFP records for 3 years and 4 months in addition to the current fiscal year.