



**\*\*\* CDPHE-CACFP PROCEDURE MEMO CENTERS #16-12 \*\*\***

DATE: May 3, 2016  
MEMO CODE: CENTERS #16-12  
SUBJECT: 2016-2017 Income Eligibility Forms (IEFs)  
2016-2017 Income Eligibility Form Letter  
TO: CACFP child care center institution representatives

This memorandum introduces the 2016-2017 Income Eligibility Form (IEF) and IEF Letter, which are attached. This memorandum also summarizes the changes made to the 2016-2017 IEF. These revisions meet new requirements described in the July 2015 United States Department of Agriculture (USDA) Eligibility Manual. Beginning July 1, 2016, please discard any blank 2015-2016 forms and replace them with the 2016-2017 forms. The format of the 2016-2017 IEF has changed; however, the content remains the same with the exception of changes described in this memorandum.

The Colorado Department of Public Health and Environment-Child and Adult Care Food Program (CDPHE-CACFP) released the 2016-2017 Household Income Eligibility Guidelines on April 7, 2016 in Procedure Memorandum CENTERS #16-11, FDCH #16-11, and ADC #16-09. The Household Income Eligibility Guidelines are also attached with this memorandum for your convenience.

The CDPHE-CACFP will provide the Spanish versions of the IEF form and the IEF Letter in the near future in a separate policy memorandum. Once issued by the United States Department of Agriculture (USDA), the CDPHE-CACFP will also release the 2016-2017 Rates of Reimbursement to all institutions.

**2016-2017 Income Eligibility Form revisions**

The revisions to the 2016-2017 IEF include:

- Part 1: If a parent or guardian indicates the child (if only one child is listed), or all children listed in care are foster child(ren), Early Head Start or Head Start child(ren) or a pregnant mother, Even Start child(ren), or homeless, migrant, or runaway child(ren), the IEF instructs the parent or guardian to provide the categorically eligible documentation and skip to Part 5 of the IEF. If enrolled children listed on the form are not one of the above, the parent or guardian must proceed to Section 2.



- Part 3: The 2016-2017 IEF requires all household members earning income, regardless of age, be listed in this section. Additionally, if the parent or guardian enters '0' or leaves any fields blank in the “*Income to Report*” section, the person completing the form is stating there is no income to report. If all fields of the “*Income to Report*” section are left blank, institution representatives must consider this “zero income” and determine the enrolled children eligible for Free meals.

The USDA website provides a simplified prototype “Family Friendly” application to ensure there are no barriers for participation for Limited English Proficient (LEP) families. The family friendly application includes only information that families need when first applying. The family friendly application is available in 34 different languages and may be used in place of the IEF. The family friendly application is located at the following website:

<http://www.fns.usda.gov/school-meals/family-friendly-application-translations>.

The institution must distribute the IEF Letter with the Income Eligibility Form (IEF) to all participants, parents and/or guardians. 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 2016, the form is valid from July 1, 2016 through July 31, 2017.

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

**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 CACFP office at 303-692-2330 with any questions or more information.

Enclosures:

2016-2017 Income Eligibility Form (IEF)

2016-2017 IEF Letter

2017-2017 Household Guidelines

The USDA is an equal opportunity provider, employer and lender.

4300 Cherry Creek Drive S., Denver, CO 80246-1530 P 303-692-2000 [www.colorado.gov/cdphe](http://www.colorado.gov/cdphe)  
John W. Hickenlooper, Governor | Larry Wolk, MD, MSPH, Executive Director and Chief Medical Officer

