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**CDPHE-CACFP PROCEDURE MEMO FDCH #16-12 REVISED**

DATE: June 22, 2016  
MEMO CODE: FDCH #16-12 (REVISED)  
SUBJECT: FY 2016-2017 Revised Forms (English & Spanish)  
TO: Family day care home sponsors

Changes to the previous FDCH #16-12 memorandum are highlighted.

This memorandum introduces the 2016-2017 Provider Income Eligibility Form (Provider IEF), the Provider IEF Letter, the Children's Household Income Eligibility Form (CHIEF) and the CHIEF Letter, which are attached. This memorandum also summarizes the changes made to the Provider IEF and the CHIEF. These changes 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. Formatting changes were made to the 2016-2017 Provider IEF and the CHIEF Letter; however, the content remains the same, with the exception of modifications 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 in memorandum CENTERS #16-11, FDCH #16-11 and ADC #16-09. The Household Income Eligibility Guidelines are attached with this memo for your convenience.

**2016-2017 Provider IEF Letter and CHIEF**  
The revisions to the 2016-2017 forms include:

**Provider IEF Letter**

The other "source categorical eligible" section provides clarification for households with a foster child. If the household where the foster child resides applies for benefits for their non-foster children, then the foster child's personal income is included when making an eligibility determination. The foster child's income can be from a part-time job or from any funds provided to the child for the child's personal use. It is an option for the household to list foster children residing in its care on an application for non-foster children.

The gross income/salary/wage section was clarified any person living in the household, regardless of age (children included); who regularly earns income from full-time or part-time employment must be included when determining the household income.

## CHIEF

Part three of the CHIEF reflects new language. If the parent or guardian enters '0' or leaves any fields blank in the "Other Household Members and Current Household Income" 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, sponsor representatives must consider this "zero income" and determine the enrolled children eligible for Free meals.

USDA 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 families must provide when first applying. The family friendly application is available in 34 different languages and can be used in place of the IEF. The "Family Friendly" application can be found at the following website:  
<http://www.fns.usda.gov/school-meals/family-friendly-application-translations>.

The institution must distribute the Provider IEF Letter with the Provider IEF to **providers qualifying by income**. The institution must ensure participating providers distribute the CHIEF Letter with the CHIEF to **the families of enrolled children participating in Tier II mixed homes**. The Provider IEF and the CHIEF 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.

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

### 2016-2017 Sponsor Provider Survey

The survey includes the 2016-2017 Household Guidelines effective July 1, 2016 to June 30, 2017.

**Reminder:** Institutions must maintain copies of the Provider IEFs and CHIEFs, 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.

Enclosures **in English and Spanish:**

- Provider Income Eligibility Form (IEF)
- Provider IEF Letter
- Children's Income Eligibility Form (CHIEF) and CHIEF Letter
- 2016-2017 Household Guidelines
- 2016-2017 Provider Survey
- Provider Agreement**
- Child Enrollment Form (CEF) and participation letter**

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