



## Child Nutrition & Wellness

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To: Child and Adult Care Food Program (CACFP) Authorized Representatives – **Adult Day Care**

RE: Enrollment & Income Eligibility Form (E/IEF) for 2018-2019 and Guidelines

The Letter to Participants and the Income Eligibility Form (IEF) to collect current income eligibility information for enrolled participants in adult day care centers and the Income Eligibility Guidelines are now available at [www.kn-eat.org](http://www.kn-eat.org). These forms can be distributed after July 1, 2018.

To claim reimbursement for free and reduced price meals in adult care centers, each center must have on file **current** family size and income information for each participant. Completed forms must be kept on file for a period no less than 3 years plus the current year.

Center name or letterhead may be added at the top of the letter. The Income Eligibility Form should be copied or re-typed exactly as it is issued. Distribute the form to each participant or his/her family. The participant or guardian must sign the letter stating the income exceeds the guidelines **or** provide the family size and income information as requested. Be sure each form returned by participants is complete.

Households which receive benefits from the Food Assistance Program (FAP), participate in the Food Distribution Program on Indian Reservations (FDPIR), receive Medicaid benefits, and/or Supplemental Security Income (SSI) may indicate their FAP case number, FDPIR number, Medicaid identification number, or SSI identification number in lieu of reporting income.

Use the **2018-2019 Income Eligibility Guidelines** when reviewing the completed forms and making income category determinations. The center's official must complete the bottom of each Income Eligibility Form.

**NEW Option:** Sponsors may choose the date to make IEFs effective. ALL applications must be made effective in the same way. Sponsors indicate in the management plan during certification which procedure they will use. Sponsors may choose to use

- The date the determining official determines and signs the application (traditional method) OR
- The date the parent/participant signs and dates the application (some exceptions apply)

IEFs are effective from the beginning of the month in which they are determined until the end of the month the following year. For example, an IEF determined July 12, 2018 is valid from July 1, 2018 until July 31, 2019. There are NO temporary determinations.

Best practice: A second person (confirming signature) should double-check the completeness of the form and the income determination to assure it is correct. An additional line has been added in the determination area for their signature. For guidance on determining the Income Eligibility Form, refer to Chapter 9 of the Administrative Handbook, [www.kn-eat.org](http://www.kn-eat.org).

If you have questions regarding this information, please contact your consultant or call 785.296.2276.