



Child Nutrition & Wellness

Kansas State Department of Education
Landon State Office Building
900 SW Jackson Street, Suite 251
Topeka, Kansas 66612-1212

(785) 296-2276
(785) 296-0232 - fax
www.ksde.org

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To: Child and Adult Care Food Program (CACFP) Authorized Representatives - **Centers**

RE: Enrollment & Income Eligibility Form for 2018-2019 and Guidelines

Income Eligibility Guidelines 2018-2019

Income Eligibility Guidelines for 2018-2019 have been posted and are effective July 1, 2018. Use these guidelines for determinations from July 1, 2018 through June 30, 2019.

Enrollment & Income Eligibility Forms

Enrollment & Income Eligibility Forms in both English and Spanish have been posted for 2018-2019. Go to www.kn-eat.org, CACFP. Select Income Eligibility Forms from the red menu field on the left. Beginning July 1 the new forms and eligibility guidelines must be used. Income forms must be distributed **after** July 1, 2018. As forms expire (or during your annual update period) complete the 2018-2019 E/IEF. **A current and complete E/IEF for each participant must be on file to claim reimbursement for free or reduced price meals.** The Enrollment & Income Eligibility Form should be copied as issued. Center name or letterhead may be added in the space at the top of the letter. Participants in At-Risk Afterschool Meals are not required to have enrollment and income eligibility forms on file; however, if those same participants are claimed through the traditional component of USDA, enrollment and income eligibility forms must be on file in order to be claimed through the traditional component.

Enrollment

Every child must be enrolled in the CACFP to claim meals. Parts 1 and 4 must be completed by the parent in order for meals to be claimed in CACFP. **Name, date of birth, normal days and hours of care, normal meals received during care, parent signature and date.** If the parent leaves any of these fields blank, the enrollment is not complete and meals cannot be claimed. Double-check the form when the parent returns it and have the parent complete any missing items as soon as possible. Incomplete forms will result in lost reimbursement income. If the parent does not complete the ethnicity/race columns, center staff can enter information based on visual observation and initial the form. Enrollment is current for 12 months, from the date of the parent's signature. Outside School Hours Care Centers are not required to have enrollment; however, an income eligibility form must be on file for participants.

Determining Procedure

Use the 2018-2019 Income Eligibility Guidelines (Centers) when reviewing the completed forms and making income category determinations. The sponsor's official must complete the determination area of each Enrollment & Income Eligibility Form. For guidance on determining the E/IEF, refer to www.kn-eat.org, Administrative Handbook, Chapter 9 - Enrollment and Income Guidance and www.kn-eat.org, CACFP, Income Eligibility Forms.

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 OR
- The date the parent/participant signs and dates the application. The determining official must sign/date within the month or in the following month that the application is completed by the parent.

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 considered valid from July 1, 2018 until July 31, 2019.

Children enrolled in Head Start Programs are categorically eligible to receive free meal benefits. Categorical eligibility means additional free and reduced price applications and income eligibility forms are not required. As long as the child is enrolled in Head Start and a completed enrollment form with CACFP information is on file at the time the annual eligibility determination is made, all reimbursable meals served to the child may be claimed at the free rate. Sponsors may establish eligibility of all Head Start enrollees through documentation provided by the Head Start program. Forms of acceptable documentation include, an approved Head Start application, a statement and list of participants certified by a Head Start official.

For best practice, a second person (confirming official) should double-check the form to assure it is complete and accurately determined. Incomplete enrollment information will result in lost reimbursement income.

If you have questions regarding this information, please call Child Nutrition & Wellness at 785.296.2276.