



Child Nutrition & Wellness

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To: Child and Adult Care Food Program (CACFP) **Home Sponsors**

RE: 2018-2019 Income Eligibility Forms (E/IEF) and Guidelines

1. **Two different** Income Eligibility Forms (IEF) and instructions for obtaining current income.
 - ✓ IEF for **providers** - use to collect income information from either Tier 1 day care homes where providers claim reimbursement for meals served to their own children or from providers wishing to qualify for Tier 1 status based on household income.
 - ✓ IEF for **families** with children in Tier 2 homes – use when the provider has indicated they want IEFs to be given to their families.
2. Proof of Current Income.
3. Income Guidelines for Tiering Determinations chart (July 1, 2018 through June 30, 2019).

Each sponsor must distribute, collect and determine IEFs for providers claiming reimbursement for meals served to their own children, for providers that qualify for Tier 1 by income, and for families with children in Tier 2 homes where the provider requests IEFs to be given to their families.

Sponsor name or letterhead may be added. Copy the IEFs with instructions exactly as they are issued and distribute the forms to providers and families.

Households that receive Food Assistance (FA), Temporary Assistance for Families (TAF), or participate in the Food Distribution Program on Indian Reservations (FDPIR) may indicate their case number in lieu of reporting income. The expanded categorical programs (such as WIC, Head Start, Medical Assistance, etc.) apply only to **families** in Tier 2 homes.

Use the Income Guidelines for Tiering Determination chart to make income eligibility determinations. The effective date of ALL applications is the date determined and signed by the determining official OR the date signed by the parent (with exceptions for applications not determined in the same or succeeding month the application was signed). Sponsors indicate the chosen effective date on the Management Plan – 4-D.

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.

Verify all income sources for providers qualifying for Tier 1 by income. Tier 1 reimbursement may not be paid until income has been verified and the determination of eligibility is completed. Fill out the “For Sponsors Use Only” completely, including the effective date and the expiration date.

For additional guidance on income eligibility, refer to the Administrative Handbook at www.kn-eat.org.

Questions??? Do not hesitate to contact Child Nutrition & Wellness at 785.296.2276.