This memo is intended to provide a written confirmation of an existing Child and Adult Care Food Program (CACFP) policy. The Regional Office (RO) received a State Agency request to confirm the citation in the CACFP guidance that allows for a CACFP Income Eligibility Form (IEF) to be effective retroactive back to the first day of the month in which it is approved. In fulfilling this request the RO determined that there is guidance in policy and the tiering memos that support retroactivity of IEFs in family day care homes (FDCHs). The guidance for income eligibility determinations in child care centers was published prior to the FDCHs guidance and does not contain citations on retroactivity of IEFs in child care centers. The National Office has confirmed that retroactivity of income applications in child care center is the same as it is for FDCHs. That is, an IEF is effective back to the first day of the month in which it is approved. Meals served to enrolled children without an approved IEF are classified in the “paid” category until an IEF is approved.

If you have questions regarding this memo please call our office at (303) 844-0354.

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