



North Carolina Department of Health and Human Services  
Division of Public Health  
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Beverly Eaves Purdue, Governor

Lanier M. Cansler, Secretary

June 15, 2010

**CACFP 10-07**

**MEMORANDUM**

**TO:** Institutions Participating in the Child and Adult Food Program

**FROM:** Arnette Cowan, MS, RD, LDN  
Supervisor, Special Nutrition Programs

**SUBJECT: Income Eligibility Guidelines & Income Eligibility Applications**

All Institutions in the Child and Adult Care Food Program must have on file an Income Eligibility Application for each enrolled participant classified as free or reduced. **Child Care Centers must have CAC-11. CAC-11 is to be completed by parents or guardians of the participants in the Child Care Centers. Adult Day Care Centers must have on file a CAC 11-A for each participant classified as free or reduced.** The parent household letter, on the back of the application, must accompany the Income Eligibility Application given to the parent or guardian.

Sponsoring Organizations of Day Care Homes are also receiving CAC-11B- CACFP Income Eligibility Application Children Enrolled in Family Day Care Homes and CAC-11C CACFP Income Eligibility Application – Family Day Care Homes Provider’s Income and Provider’s Own Children. These applications must be completed by the parents or guardians of the participants in the day care home.

**Income Eligibility Applications must be completed for those participants classified as free or reduced. If an Income Eligibility Application is not on file for a participant, the participant will be classified as denied. The Spanish version of these forms can be found on our website located at [www.nutritionnc.com](http://www.nutritionnc.com)**

Please review the income applications and ensure that you have received the correct applications. Please remember that income eligibility applications are valid for a 12-month period, regardless of when they were approved.



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At the time of this mailing, the Income Eligibility Guidelines, effective July 1, 2010-June 30, 2011 have not been published. The state agency has been granted a waiver to print the income eligibility applications without the reduced price guidelines. Further guidance on classifying income eligibility applications after July 1, 2010 will be forthcoming.

If you have questions, need additional information, or did not receive the correct application please contact your regional consultant.

c: SNP Staff  
Auditors  
Mary Anne Burghardt  
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