



Public Health  
HEALTH AND HUMAN SERVICES

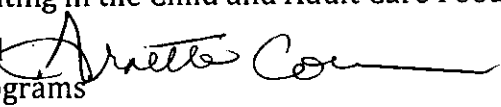
RICHARD O. BRAJER  
Secretary

DANIEL STALEY  
Director, Division of Public Health

June 23, 2016

CACFP 16-04

## Memorandum

To: Institutions Participating in the Child and Adult Care Food Program  
From: Arnette Cowan, Head   
Special Nutrition Programs  
Subject: Child Nutrition Income Eligibility Guidelines July 1, 2016 - June 30, 2017

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 income eligibility applications for centers (CAC-11 or CAC 11-A) for the fiscal year 2016-2017 (July 1, 2016-June 30, 2017) will be posted on our website at [www.nutritionnc.com](http://www.nutritionnc.com). If you need these forms in Spanish please contact your regional consultant. 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 Child Care Centers.

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. Please remember that income eligibility applications are valid for a 12-month period, regardless of when they were approved.

Included in this memorandum are the Income Eligibility Guidelines to be used by institutions, schools, and facilities participating in the Child and Adult Care Food

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Program (CACFP) in determining eligibility for free and reduced price meals for the period of July 1, 2016 through June 30, 2017. You are required to provide the parents or guardians with the Income Application and the parent letter.

**Effective Date**

CACFP institutions have flexibility concerning the effective date of certification for Program benefits. For the purposes of non-school institutions, the date to be used to make this determination may be either the date the parent or guardian signed the income eligibility form or the date on which the sponsor or independent center official signs the form to certify eligibility of the participant. However, if the date of parent signature is not within the month of certification or the immediately preceding month, the effective date must be the date of certification. Please note, the date of submission by the parent or guardian is not required to be recorded on the income eligibility form.

This flexibility applies only to eligibility determinations made based on complete applications containing all required information (see part 3C of the *Eligibility Manual for School Meals* available at <http://www.fns.usda.gov/sites/default/files/EliMan.pdf>).

Schools participating in CACFP have the flexibility of using either the income eligibility form submission date as the effective date of eligibility or the date on which the school official signs the form to certify eligibility of the participant. To maintain consistency throughout all Child Nutrition Programs, schools may not use date of parent or guardian signature as that flexibility is not available to National School Lunch Program operators. Schools and school sponsors should refer to SP 11-2014, CACFP 06-2014, SFSP 11-2014, *Effective Date of Free or Reduced Price Meal Eligibility Determinations*, December 3, 2013 [[http://www.fns.usda.gov/sites/default/files/SP11\\_CACFP06\\_SFSP11-2014os.pdf](http://www.fns.usda.gov/sites/default/files/SP11_CACFP06_SFSP11-2014os.pdf)] for additional guidance.

CACFP institutions must decide which date they will rely on as the effective date and apply this date to all income eligibility forms submitted on behalf of all participants. For further information regarding the duration of income eligibility applications, please refer to memo CACFP 14-11, *Duration of Income Eligibility Determinations: Guidance and Questions and Answers*.

If you have questions or need additional information, please contact your regional consultant.

cc: SNP Staff

Attachment



<b>INCOME ELIGIBILITY GUIDELINES</b> Effective from July 1, 2016 to June 30, 2017 The Following Household Size and Income Standards Are Used to Determine Eligibility															
HOUSEHOLD SIZE	YEARLY			MONTHLY			TWICE PER MONTH			EVERY TWO WEEKS			WEEKLY		
	Free	Reduced	Free	Reduced	Free	Reduced	Free	Reduced	Free	Reduced	Free	Reduced	Free	Reduced	
1	\$15,444	\$21,978	\$1,287	\$1,832	\$644	\$916	\$594	\$846	\$297	\$423					
2	\$20,826	\$29,637	\$1,736	\$2,470	\$868	\$1,235	\$801	\$1,140	\$401	\$540					
3	\$26,208	\$37,296	\$2,184	\$3,108	\$1,092	\$1,554	\$1,008	\$1,435	\$504	\$718					
4	\$31,590	\$44,955	\$2,633	\$3,747	\$1,317	\$1,874	\$1,215	\$1,730	\$608	\$865					
5	\$36,972	\$52,614	\$3,081	\$4,385	\$1,541	\$2,193	\$1,422	\$2,024	\$711	\$1,012					
6	\$42,354	\$60,273	\$3,530	\$5,023	\$1,765	\$2,512	\$1,629	\$2,319	\$815	\$1,160					
7	\$47,749	\$67,951	\$3,980	\$5,663	\$1,990	\$2,832	\$1,837	\$2,614	\$919	\$1,307					
8	\$53,157	\$75,647	\$4,430	\$6,304	\$2,215	\$3,152	\$2,045	\$2,910	\$1,023	\$1,455					
For each additional family member add:	\$5,408	\$7,696	\$451	\$642	\$226	\$321	\$208	\$296	\$104	\$148					

The poverty guidelines are sometimes loosely referred to as the "federal poverty level" (FPL), but that phrase is ambiguous and should be avoided, especially in situations (e.g., legislative or administrative) where precision is important.