



North Carolina Department of Health and Human Services
Division of Public Health Women's & Children's Health Section

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Michael F. Easley, Governor

Carmen Hooker Odom, Secretary

April 5, 2002

CAFP 02-18

MEMORANDUM

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

FROM: Arnette Cowan, MS, RD, LDN
Head, Special Nutrition Programs

SUBJECT: Documentation of Free Meal Eligibility for Homeless Children and Adults, 226.23-8

The Food and Nutrition Service has established a nationwide policy to simplify access to the Child Nutrition Programs for homeless children and adults whose parents and guardians fail to return a free and reduced price application, or who are not certified under direct certification procedures.

When an application is not submitted by the household, or it is not anticipated that an application will be submitted, it is acceptable for:

(1) the director of the homeless shelter at which the child or adult resides to complete and submit an application for the individual, (2) local level officials may complete an application for a child or adult and to approve that individual for free meals based solely on their knowledge that the individual's address is a homeless shelter or that the individual has no known address and is indeed homeless. Moreover, when it is not practical for those officials to complete individual applications because of large numbers of homeless children/adults or for some other reason, documentation to substantiate free meal eligibility may consist of a list containing the following information:

- Child/Adult Name
- Effective Date
- Date of withdrawal
- Residence (shelter, etc.)
- Signature of determining official

Because the homeless population is often transient and their circumstances may change, it is particularly important that the list used to document eligibility is updated as changes occur. The objective is to keep the list of eligible current, removing names of individuals who may have left the school or institution, or whose circumstances may have changed and adding new names to the list. It has been noted that FNS Instruction 765-2 prohibits officials of nonpricing programs from completing applications on behalf of their participants, since benefits resulting from this action would accrue to the school or institution, not to the child or his/her family. In this case the possibility of fraud or abuse increases significantly.



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If you have questions, please contact your regional consultant.

AC/ERB/clg

cc: SNP Staff

Auditors