



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

1914 Mail Service Center • Raleigh, North Carolina 27699-1914

Tel 919-733-2973 • Fax 919-733-1384

Michael F. Easley, Governor

Carmen Hooker Odom, Secretary

April 22, 2002

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MEMORANDUM

TO: Institutions participating in the Child and Adult Food Program

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

SUBJECT: Use of Proxy in the Completion of the Free and Reduced Price Meal Application
(226.23-10)

This memo addresses the conditions in which the use of a proxy in the completion of a free and reduced price (F/R price) meal application is appropriate. In certain cases where a household adult submitting an application is handicapped, either educationally or linguistically, a case worker or other comparable authorized personnel may complete and sign the F/R price meal application for the adult household member. The worker performing duties of a proxy must have the adult household member affix his/her signature identification mark (i.e., X, initial, etc.) on the application along with the signature. Such applications should also list the reason for use of the proxy when these instances occur.

The application for free or reduced price meal eligibility must have all information required in Part 226.23(e)(ii) of the Regulations regardless of who completes the application to be considered complete. A complete application is necessary before a determination of meal eligibility can be established.

If you have any questions please contact your regional consultant.

AC/clg

cc: SNP Staff
Auditors

