



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF PUBLIC HEALTH

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May 18, 2017

CACFP 17-06

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, 2017 – June 30, 2018

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 2017-2018 (July 1, 2017-June 30, 2018) will be posted on our website at 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. These applications must be completed by the parents or guardians of the participants enrolled in the day care homes. The CAC-11C are the Income Eligibility Application for Family Day Care Homes Provider's Income and Provider's Own Children. Income Eligibility Applications must be completed and on file.

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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, and facilities participating in the Child and Adult Care Food Program (CACFP) in determining eligibility for free and reduced price meals for the period of July 1, 2017 through June 30, 2018. 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] 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

INCOME ELIGIBILITY GUIDELINES														
Effective from July 1, 2017 to June 30, 2018														
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	\$15,678	\$22,311	\$1,307	\$1,860	\$654	\$930	\$603	\$859	\$302	\$430				
2	\$21,112	\$30,044	\$1,760	\$2,504	\$880	\$1,252	\$812	\$1,156	\$406	\$578				
3	\$26,546	\$37,777	\$2,213	\$3,149	\$1,107	\$1,575	\$1,021	\$1,453	\$511	\$727				
4	\$31,980	\$45,510	\$2,665	\$3,793	\$1,333	\$1,897	\$1,230	\$1,751	\$615	\$876				
5	\$37,414	\$53,243	\$3,118	\$4,437	\$1,559	\$2,219	\$1,439	\$2,048	\$720	\$1,024				
6	\$42,848	\$60,976	\$3,571	\$5,082	\$1,786	\$2,541	\$1,648	\$2,346	\$824	\$1,173				
7	\$48,282	\$68,709	\$4,024	\$5,726	\$2,012	\$2,863	\$1,857	\$2,643	\$929	\$1,322				
8	\$53,716	\$76,442	\$4,477	\$6,371	\$2,239	\$3,186	\$2,066	\$2,941	\$1,033	\$1,471				
For each additional family member add:	\$5,434	\$7,733	\$453	\$645	\$227	\$323	\$209	\$298	\$105	\$149				

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.