



North Carolina Department of Health and Human Services  
Division of Public Health

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CACFP 13-05

MEMORANDUM

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

**FROM:** Arnette Cowan, MS, RD, LDN *Arnette Cowan*  
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 income eligibility applications for centers (CAC-11 or CAC 11-A) for the fiscal year 2013-2014 (July 1, 2013-June 30, 2014) will be posted on our website at 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 mailing are the Income Eligibility Guidelines to be used by institutions, schools, 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, 2013 through June 30, 2014. You are required to provide the parents or guardians with the Income Application and the parent letter.

**Reminder:**

In accordance with 7 CFR §226.23(f), CACFP institutions must collect and report to State agencies free, reduced-price, and paid meal eligibility information. Such information must be updated annually and may not be more than 12 months old. Income eligibility forms should be considered current and valid until the last day of the month in which the form was dated one year earlier. The date to be used to make this determination is the date on which the sponsor or independent center official signs the application to certify eligibility of the participant. This means that a form signed and dated by a sponsor on January 12, 2013, is considered valid until January 31, 2014. This eligibility duration determination method applies to day care centers, and family day care homes, and should be used to assess the expiration of an income eligibility form in all situations, regardless of the reimbursement calculation method used.

Effective May 1, 2012, eligibility officials are required to certify the eligibility determination by signing and dating the application. If the approving official does not sign and date the application, eligibility determination for “Free” or “Reduced” rate has not been made for the participant included in the application. Therefore, the institution or sponsor would be reimbursed at the “Paid” rate for the participant whose eligibility determination was not certified as “Free” or “Reduced” by the approving official.

Therefore, applications should be processed as quickly as possible, especially since your reimbursement will depend on the dates that you approve the application. The State agency considers approving applications within a week to 10 days of receipt is reasonable.

Please remember that applications will be certified as paid, until the eligibility official certifies the application. For example, if you receive an application on March 27, 2013 and the eligibility official does not certify the application until April 5, 2013, the application is considered “paid” for the month of March 2013. This same principle applies to any other month prior to the approving official certifying eligibility determination for “Free” or “Reduced” category.

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

c: SNP Staff

**Income Eligibility Guidelines**

**EFFECTIVE JULY 1, 2013 - JUNE 30, 2014**

**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
1	14,937	21,257	1,245	1,772	623	886	575	818	288	409
2	20,163	28,694	1,681	2,392	841	1,196	776	1,104	388	552
3	25,389	36,131	2,116	3,011	1,058	1,506	977	1,390	489	695
4	30,615	43,568	2,552	3,631	1,276	1,816	1,178	1,676	589	838
5	35,841	51,005	2,987	4,251	1,494	2,126	1,379	1,962	690	981
6	41,067	58,442	3,423	4,871	1,712	2,436	1,580	2,248	790	1,124
7	46,293	65,879	3,858	5,490	1,929	2,745	1,781	2,534	891	1,267
8	51,519	73,316	4,294	6,110	2,147	3,055	1,982	2,820	991	1,410
<b>For each Household member add:</b>	<b>+5,226</b>	<b>+7,437</b>	<b>+436</b>	<b>+620</b>	<b>+218</b>	<b>+310</b>	<b>+201</b>	<b>+287</b>	<b>+101</b>	<b>+144</b>