



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

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April 29, 2014

CACFP 14-3

**MEMORANDUM**

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

**FROM:** Arnette Cowan, MS, RD, LDN  
Supervisor, Special Nutrition Programs

**SUBJECT: Income Eligibility Guidelines**

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 2014-2015 (July 1, 2014-June 30, 2015) 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.

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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, 2014 through June 30, 2015. You are required to provide the parents or guardians with the Income Application and the parent letter.

### **Eligibility Duration**

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.

Sponsors now have flexibility concerning the effective date of certification for Program benefits. 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. This flexibility applies only to eligibility determinations made through the application process of complete applications containing all required information at the time of submission (see part 3C of the *Eligibility Manual for School Meals* available at <http://www.fns.usda.gov/sites/default/files/EliMan.pdf>).

Sponsors 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 in all sponsored centers and homes. For more information, refer to CACFP 06-2014, *Effective Date of Free or Reduced Price Meal Eligibility Determinations*, December 3, 2013 available at [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).

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.

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

cc: SNP Staff

## Income Eligibility Guidelines

Effective July 1, 2014 - June 30, 2015

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	15,171	21,590	1,265	1,800	633	900	584	831	292	416
2	20,449	29,101	1,705	2,426	853	1,213	787	1,120	394	560
3	25,727	36,612	2,144	3,051	1,072	1,526	990	1,409	495	705
4	31,005	44,123	2,584	3,677	1,292	1,839	1,193	1,698	597	849
5	36,283	51,634	3,024	4,303	1,512	2,152	1,396	1,986	698	993
6	41,561	59,145	3,464	4,929	1,732	2,465	1,599	2,275	800	1,138
7	46,839	66,656	3,904	5,555	1,952	2,778	1,802	2,564	901	1,282
8	52,117	74,167	4,344	6,181	2,172	3,091	2,005	2,853	1,003	1,427
<i>For each Household member add:</i>	+5,278	+7,511	+440	+626	+220	+313	+203	+289	+102	+145