Ohio | Department of Education

Ted Strickland, Governor
Deborah S. Delisle, Superintendent of Public Instruction

CHILD AND ADULT CARE FOOD PROGRAM
POLICY MEMORANDUM

TO: All CACFP Institutions

FROM: Mary Kershaw, CACFP Assistant Director

DATE: August 31, 2009

SUBJECT: Automatic Free Income Eligibility for Head Start Children Enrolled in Child Care Centers Collaborating with Federal Head Start Grantees

In addition to Federal Head Start Grantees enrolled children, effective October 1, 2009, Head Start children enrolled in child care centers through a collaborative agreement with a Federal Head Start Grantee will also be considered automatically free for meal benefits for the CACFP.

Child care centers may claim these Head Start children as free as long as the following information is on file:

- Each month, the Head Start Grantee provides the child care center with a certified list of Head Start children who are enrolled in the center.
  The document must contain the following:

  1. Identify month and year
  2. Name of Head Start Grantee
  3. Name of collaborative child care enter
  4. List of Head Start children's names enrolled at the center for identified month
  5. Signature of Head Start Grantee authorized representative
  6. Signature Date

A prototype form is attached.

For each CACFP claim month, the child care center may claim the Head Start children on the certified list as free without any other eligibility documentation (income eligibility applications) on file. Please remember that in order to claim any child; the child must be in attendance at least one day in the claim month. In addition, the center program type for collaborative centers should still be clicked only as child care center in CRRS. Do not click Head Start.

Source: UDSA Memo CACFP # 07-2008

CERTIFIED LIST OF
COLLABORATIVE HEAD START CHILDREN

Month:	Year:

Name of Head Start Grantee:
Name of Collaborative Child Care Center:

	Head Start Children Names
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

Signature of Head Start Grantee Authorized Representative		Date:

(make additional copies as needed