Ohio | Department of Education

John R. Kasich, Governor
Dr. Richard A. Ross, Superintendent of Public Instruction

TO: Child and Adult Care Food Program (CACFP)
ADULT DAY CARE CENTER COMPONENT SPONSORS

FROM: Mary Kershaw, Assistant Director, Office for Child Nutrition

DATE: June 21, 2013

SUBJECT: FY 2013- 2014 Income Eligibility Packet: Instructions, Income Guidelines and Application

The Income Eligibility Application (IEA) for Free or Reduced-price Meal Benefits to be utilized for FY 2013- 2014 is attached. The packet includes Sponsor Instructions, Income Eligibility Guidelines, Income Eligibility Application for Free and Reduced-price Meals and the Household Letter to enrolled adults/guardians. **The Guidelines and Income Eligibility Application are effective as of July 1, 2013.**

The Income Eligibility Application (income form) and Household Letter have been revised to include the following **NEW** changes for the next year.

- The updated USDA Nondiscrimination Statement has been added to the packet and household letter.

Reminders:

- After July 1, 2013, begin including the Income Eligibility Application and Household Letter (front and back) in your enrollment packet for new enrollees. Applications on file that are not expired must be updated by comparing and, if necessary, re-categorizing them with the enclosed FY 2013-2014 Income Eligibility Guidelines. A sponsor may choose to distribute the new Income Eligibility Applications to all adults enrolled even though the form on file has not expired. Collecting new Income Eligibility Applications for every enrolled participant in July can simplify recordkeeping. Remember that all Income Eligibility Applications must be completed every twelve calendar months (Example: A form categorized and dated by sponsor/center representative on July 1, 2013 will expire July 31, 2014).

- The date to be used to determine if an income form is current and valid is the date on which the sponsor or center representative signs the form to certify eligibility of the participant (previously the date used was the date the person who completed the form signed the form). Sponsors/centers need to remember to categorize and sign and date the income forms in a timely manner to avoid delay in effective date. Refer to Page 6 of IEA Packet regarding the updating of forms, effective date and expiration date.

- Households are no longer required to report changes regarding the increase or decrease of income or household size or when the household is no longer certified eligible for Food Assistance and/or OWF. Once properly approved for free or reduced-price benefits, a household will remain eligible for those benefits for a period not to exceed 12 months.

- The Household Letter on the backside of the IEA has the reduced income eligibility guidelines listed. Sponsors are not to use this scale to categorize the form but are to use the Income Eligibility Guidelines chart on page 8 of the sponsor instructions.

- Income Eligibility Application forms and Household Letters are to be copied as needed and are available on the ODE website: www.education.ohio.gov Please remember that the confidentiality of participant eligibility must be protected and that information can only be released for those purposes permitted by federal laws. If you have questions, need the income eligibility application in another translated language or require additional assistance, please call our ODE customer service at 614-466-2945 or toll free at 800-808-6325.