

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

To: Child and Adult Care Food Program Sponsors

From: Mary Kershaw

Interim Director, Office for Child Nutrition

Assistant Director, CACFP

Date: January 30, 2014

RE: SPONSOR RESPONSE FORM

Procedures for Determining the Effective Date of Income Eligibility Applications (IEA)

Current Ohio procedures, as listed on the FY 13-14 Income Eligibility Instructions and Application, state that the date to be used to determine if an Income Eligibility Application (income form) is effective or expired is based on the date which the sponsor/center representative signs the form to certify eligibility/category of the child or adult day care participant.

Per recent USDA Instructions, CACFP 06-2014 and 07-2014, sponsors now have the flexibility concerning the effective date when approving income eligibility applications. This flexibility applies only to eligibility determinations made thorough the submission of completed income applications. The date to be used to make this determination may be either:

- A. The date on which the sponsor or center representative signs the form to certify eligibility/category of the participant (current Ohio procedures) OR
- B. The date the parent or guardian signed the income form

Sponsors wanting to change their current income eligibility effective date determination procedure (above A) to the above B, must notify the State Agency in writing by completing and returning this response form via fax: 614-752-7613 or 614-466-8505. If no response is received, our office will then expect your agency to be following the determination procedures as stated in above "A".

To signify response, insert checkmark ($\sqrt{}$) or month in boxes below

Check	Our agency has decided to change procedures used to determine the effective date to be: the date the parent or guardian signed the Income Eligibility Application (income form)
Insert Month	Our agency will begin using this procedure for determining income eligibility effective date with indicated claim month (insert month in box)
Check	Our agency understands that this procedure must be applied to income forms for all CACFP center/sites and or homes operated by our agency.
Check	Our agency understands that income forms still must be updated annually and may not be more than 12 month old. Income forms are be considered current and valid from the first of the month from the date in which form was signed by the parent and are valid until the last day of the month in which the form was dated one year earlier.

Sponsor Name:	IRN#	County:
Print Sponsor Representative Name:	Date:	
Sponsor Representative Signature:	Title:	