



SUPERINTENDENT OF PUBLIC INSTRUCTION

Randy I. Dorn Old Capitol Building · PO BOX 47200 · Olympia, WA 98504-7200 · <http://www.k12.wa.us>

June 1, 2016

(X) Action Required
(X) Informational

BULLETIN NO. 020-16 CHILD NUTRITION SERVICES

TO: Child and Adult Care Food Program—Adult Care Institutions

FROM: Randy I. Dorn, State Superintendent of Public Instruction

RE: Enrollment and Income-Eligibility Information for Federal
Fiscal Year 2017

CONTACTS:

Allie Elison	425-917-7923	allie.elison@k12.wa.us
Arianne McConchie	360-725-6201	arianne.mcconchie@k12.wa.us
Celia Kennedy	253-583-8818	celia.kennedy@k12.wa.us
Judy Larsen	509-575-2427	judy.larsen@k12.wa.us
Molly Gleason	360-952-3314	molly.gleason@k12.wa.us
Nicki Christoferson	425-771-6032	nicki.christoferson@k12.wa.us
Terri Adolfson	509-789-3542	terri.adolfson@k12.wa.us
Agency TTY:	360-664-3631	

All adult care institutions participating in the Child and Adult Care Food Program (CACFP) are required to annually collect income information from eligible adult participants. This information is used to complete a study month to determine the claiming percentages for meal reimbursement. Income information and forms are updated each year to reflect changes to income guidelines and program regulations. Income guidelines effective July 1, 2016 – June 30, 2017, and eligibility information and forms can be found on the CACFP Study Month and Eligibility Web page at www.k12.wa.us/ChildNutrition/Programs/CACFP/StudyMonth.aspx.

New adult institutions must receive CACFP training from a program specialist before applying for the program. Detailed instruction on completing an accurate study month is included in that training. For currently participating adult institutions, new staff with study month responsibilities are also strongly advised to receive training. Contact a program specialist for training information.

Completing a Study Month

Program reimbursement for each adult care institution is based on the income levels of the households of the adult participants that they serve. The study month establishes the percentages of the meals that will be paid at the free, reduced-price, and above scale rates. The study month attendance roster(s) must be submitted as part of the initial application, and then at the beginning of every fiscal year thereafter. Forms and detailed information on how to conduct a study month can be found at

<http://www.k12.wa.us/ChildNutrition/Programs/CACFP/StudyMonth.aspx>. The following steps should be followed to complete a study month:

1. Conduct the study month for one calendar month or 30 consecutive days, beginning no earlier than July 1, 2016, and ending no later than October 31, 2016.
2. Distribute Income Eligibility Applications (IEAs) to all households.
3. Collect and carefully review each IEA to determine the eligibility classification. All IEAs must be signed and dated in the "Center Use Only" space by the person evaluating the forms in order to be valid. IEAs that have no signature and/or date by the institution's representative must be categorized as above-scale.
4. Documentation of current receipt of Medicaid or Supplemental Security Income (SSI) benefits may be used in place of an IEA to categorize the adult as free.
5. Complete attendance rosters listing every eligible adult in attendance during the study month and indicate their eligibility classification.
6. Compile study month data and enter into the Washington Integrated Nutrition System (WINS) when filing your October 2016 claim.

Multiple Site Sponsors

Institutions with multiple sites must ensure that all sites are open and operating during the study month. Adults in attendance at more than one site during the study month should be included on each site's Attendance Roster.

Effective Date and Eligibility Duration

IEAs are valid for one year and remain valid until the last day of the month in which the form was dated one year earlier. Institutions have flexibility concerning the effective date of the IEA. The date used may be:

- The date the participant/household member/guardian signed the form.
OR
- The date the institution's representative signed and dated the form.

Institutions must decide which date they will use and then apply it consistently to all IEAs. However, when using the participant/household member/guardian signature date as the effective date, the form must be signed by the institution representative within the same month the participant/household member/guardian signed the form or the following month. If the institution representative does not evaluate and sign the IEA

within these guidelines, the institution representative's signature date must be used as the effective date.

This information is also available at www.k12.wa.us/BulletinsMemos/bulletins2016.aspx.

EXECUTIVE SERVICES

Ken Kanikeberg
Chief of Staff

FINANCIAL RESOURCES

JoLynn Berge
Chief Financial Officer

Donna Parsons, MS, RD, SNS
Director, Child Nutrition Services

RD:al

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov.

This institution is an equal opportunity provider.