



SUPERINTENDENT OF PUBLIC INSTRUCTION

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June 1, 2016

(X) Action Required
(X) Informational

BULLETIN NO. 021-16 CHILD NUTRITION SERVICES

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

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

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

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All institutions participating in the Child and Adult Care Food Program (CACFP), except emergency shelters and at-risk only programs, are required to annually collect enrollment and income information from families. This information is used to complete a study month to determine the claiming percentages for meal reimbursement. Income and enrollment 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 <http://www.k12.wa.us/ChildNutrition/Programs/CACFP/StudyMonth.aspx>. Forms are available in both English and Spanish.

New institutions must attend a CACFP workshop before applying for the program. Detailed instruction on completing a study month is included in the workshop. For currently participating institutions, new staff with study month responsibilities are also advised to attend this workshop. Information and dates of upcoming workshops can be found at <http://www.k12.wa.us/ChildNutrition/Programs/CACFP/Training.aspx>.

Completing a Study Month

Program reimbursement for each institution is based on the income levels of the families 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. Study month data must be submitted as part of the initial application, and then at the beginning of every fiscal year thereafter. Forms, detailed information and training module on how to conduct a study month can be found at 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 Enrollment/Income Eligibility Applications (E/IEAs) to all families.
3. Collect and carefully review each E/IEA to determine the eligibility classification. All E/IEAs must be signed and dated in the "Center Use Only" space by the person evaluating the form in order to be valid. E/IEAs that have no signature and/or date by the institution's representative must be categorized as above-scale.
4. Complete attendance rosters listing every enrolled child in attendance during the study month and indicate their eligibility classification.
5. 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. Children 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

E/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 E/IEAs. The date used may be:

- The date the parent or 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 forms. Please note, when using the parent/guardian signature date as the effective date, the form must be signed by the institution representative within the same month

the parent signed the form or the following month. If the institution representative does not evaluate and sign the E/IEA within these guidelines, the institution representative's signature date must be used as the effective date.

Head Start/Early Childhood Education Assistance Program (ECEAP)

Children who are enrolled in a Head Start or an Early Childhood Education Assistance Program (ECEAP) are automatically eligible for free meals in the CACFP without further application. Head Start/ECEAP free eligibility does **not** extend to siblings.

Institutions may use a list from the grantee agency to document eligibility in place of the E/IEA. However, parent/guardian completed enrollment forms must be collected. A sample enrollment form can be found at

<http://www.k12.wa.us/ChildNutrition/Programs/CACFP/StudyMonth.aspx>

Head Start/ECEAP grantees providing services only to Head Start/ECEAP enrolled children do not need to develop attendance rosters as part of the study month. Head Start/ECEAP grantees providing services to non-Head Start/ECEAP enrolled children (for example, community children or children in child care) must complete a study month with attendance rosters for each center that provides services to non-Head Start/ECEAP children. The non-Head Start/ECEAP children must be claimed.

Head Start/ECEAP grantees choosing to claim meals served to siblings visiting the classroom (they are not enrolled in Head Start/ECEAP or child care) must collect E/IEAs for the siblings and complete a study month with attendance rosters for each center.

Schools Sponsoring the CACFP

Schools sponsoring the CACFP and the National School Lunch Program (NSLP) may use a household application for free and reduced-price meal applications to determine eligibility, but are required to collect enrollment forms from families. A sample enrollment form can be found at www.k12.wa.us/ChildNutrition/Programs/CACFP/StudyMonth.aspx.

Emergency Shelters and At-Risk Only Centers

Emergency shelters and At-Risk Only Centers are not required to complete E/IEAs or enrollment forms. Reimbursement for meals is at the free rate.

Please contact your program specialist with any questions. This information is also available at www.k12.wa.us/BulletinsMemos/bulletins2016.aspx.

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