

## FREE/REDUCED-PRICE APPLICATIONS (CACFP-CCC)

### INCOME ELIGIBILITY FORMS INSTRUCTIONS

Keep instructions with your IEFs.

Each child claimed for free or reduced-price reimbursement must have a valid application, a direct certification document received from the family, or a school district letter notifying the family of free or reduced-price status. A valid application is a complete application and is either **categorically eligible** or **income eligible**. Use **income eligibility guidelines** to determine income eligibility. If the IEF is expired, incomplete, over-income, or missing, all meals are to be claimed at the paid rate.

<b>CATEGORICALLY ELIGIBLE</b>	<b>INCOME ELIGIBLE</b>
<p>Enrolled children are eligible for free meal benefits when a member of the household receives Family Employment Program (FEP) FEP, Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamps), or participates in the Food Distribution on Indian Reservations (FDPIR).</p> <p>A complete application must contain:</p> <ol style="list-style-type: none"><li>1. Names of all enrolled children;</li><li>2. The case number from at least one member of the family who receives FEP, FDPIR, or SNAP;</li><li>3. Signature of adult household member.</li></ol>	<p>Eligibility is determined by income. A complete application must contain:</p> <ol style="list-style-type: none"><li>1. Names of <b>all</b> household members, including enrolled children;</li><li>2. Current income (income received month prior to month applying) received by <b>each</b> household member (including children) or indication there is no income;</li><li>3. Source of income is identified by the person who received it;</li><li>4. The last four digits of the Social Security number of adult who signs application is listed or the box is checked that indicates the person does not have a social security number;</li><li>5. Signature of adult household member.</li></ol>
<p style="text-align: center;"><b>OTHER SOURCE CATEGORICALLY ELIGIBLE</b> <b>Foster Child or Head Start/Even Start/Early Head Start Child/Homeless/Migrant/Runaway</b></p> <p style="text-align: center;">:</p> <p><b>Foster/Head Start children:</b> Foster children are those whose care and placement is the responsibility of the State, or who is formally placed by a court with a caretaker household through which the State retains legal custody of the child. Head Start, including Early and Even Head Start, children are enrolled in Head Start at the time of application.</p> <p>Include foster and Head Start children on the family Income Eligibility Application. If the only children listed are foster children or Head Start children, the children are categorically eligible. Presence of a foster child or Head Start child <b>does not</b> make any other children categorically eligible. Other children in the family will need to qualify either categorically or by income. If by income, foster and Head Start Children, are included in the total family numbers.</p> <p><b>Migrant/Homeless/Runaway children:</b> Migrant, homeless, runaway children can be identified by a school's homeless liaison. Additional ways to identify these children include the following. Homeless children can also be identified by an official of a homeless shelter. Migrant children can be identified by the State or local Migrant Education Program coordinator or homeless liaison. Runaway children can be identified by a program official as receiving assistance from a program under the Runaway and Homeless Youth Act. A letter or other document is required for these children. These children may have their own application, or if living temporarily with another family, may be included on the family's application. See foster/Head Start children instructions.</p>	

A complete application must contain:

1. Names of children for whom application is made,
2. Indication of child's eligibility status and,
3. Signature of adult household member.

#### LENGTH OF ELIGIBILITY

IEFs are good to the beginning of the month in which they were approved (if using the center approval date) or the beginning of month in which the parent signed and dated it (if using the parent date) and expires at the end of the determination month one year later.

#### THE INSITUATION OFFICIAL MUST DO THE FOLLOWING TO FINALIZE APPROVAL:

1. Complete area of form titled "For Official Use Only."
2. For Income Eligible applications: Total income, determine and mark benefit category using the Income Eligibility Guidelines or Income Eligibility Calculator. If income is reported as different pay periods, convert to annual income using the instructions provided in the Official Use Only box. If income is all reported as the same pay period, regardless of the reported pay period, it does **not** need to be converted to either annual or monthly income.
3. For Categorically Eligible applications: If participant family receives SNAP, FEP, FDPIR, mark categorically eligible. If individual children are foster, Head Start, homeless, migrant, runaway, follow the direction above, and approve the individual children as categorically eligible.
3. The authorized person at the center must sign and date the form indicating approval.