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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

**FISCAL YEAR 2012
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #20**

TO: Child and Adult Care Food Program Institutions

FROM: Kyle L. Guerrant, Director
Office of School Support Services

DATE: July 25, 2012

**SUBJECT: Household Income Eligibility Statements and Instructions,
Parent/Guardian Letters, and Income Eligibility Guidelines**

The purpose of this memorandum is to provide you with the necessary forms and instructions to assist you in determining children's eligibility for Category A (free) or Category B (reduced price) meal reimbursement for the period beginning July 1, 2012, through June 30, 2013.

The Child Enrollment Form is also attached for your convenience. Enrollment information must be collected or updated annually for participating children. Enrollment is not required in the Child and Adult Care Food Program (CACFP) for At-Risk Afterschool programs or for emergency shelters.

Read all information and instructions related to CACFP Household Income Eligibility Statement (HIES). Implement according to the instructions. Failure to do so may result in the loss of reimbursement. Provide a copy of this memorandum in its entirety to all staff who determine eligibility.

Please keep this memo on file, in a notebook, or electronically for quick and easy reference. If you have questions regarding this memorandum, please contact the CACFP at (517) 373-7391.

Attachments:

[Household Income Eligibility Statement](#)
[Instructions for Parents/Guardians – Household Income Eligibility Statement](#)
[Instructions for Institutions – Household Income Eligibility Statement](#)
[Parent/Guardian Letter](#)
[Parent/Guardian Letter \(pricing program\)](#)
[Income Eligibility Guidelines](#)
[Child Enrollment Form](#)

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