



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

**FISCAL YEAR 2014
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #23**

TO: Child and Adult Care Food Program Institutions

FROM: Marla J. Moss, Director
Office of School Support Services

DATE: July 31, 2014

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

**Action: Utilize updated forms that reflect changes in 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, 2014, through June 30, 2015.

The Participant Enrollment Form is also attached for your convenience. Enrollment information must be collected or updated annually for all participants. Enrollment data, however, 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 determines eligibility.

Updated forms are attached and are also available at www.michigan.gov/cacfp under Forms and Instructions, Independent Centers and Sponsors of Centers. If you have questions regarding this memorandum, please contact the CACFP at 517-373-7391.

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Attachments:

Income Eligibility Guidelines - July 1, 2014 to June 30, 2015

Participant Enrollment Form

Household Income Eligibility Statement (Child Care Institutions)

Household Income Eligibility Statement (Adult Day Services)

Instructions for Parents/Participants/Guardians – Household Income Eligibility Statement (Child Care Institutions)

Instructions for Participants/Guardians – Household Income Eligibility Statement (Adult Day Services)

Instructions for Child Care Institutions – Household Income Eligibility Statement

Instructions for Institutions - Adult Day Services – Household Income Eligibility Statement

Parent Guardian Letter – Child Care Institutions

Parent Guardian Letter – Child Care Institutions (Pricing Program)

Participant/Guardian Letter – Adult Day Services

Participant/Guardian Letter – Adult Day Services (Pricing Program)