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DEPARTMENT OF EDUCATION
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**FISCAL YEAR 2019
CHILD AND ADULT CARE FOOD PROGRAM
OPERATIONAL MEMORANDUM #5**

TO: Child and Adult Care Food Program Institutions

FROM: Diane L. Golzynski, Director
Office of Health and Nutrition Services

DATE: July 1, 2019

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

The purpose of this memorandum is to provide information to assist in determining children's eligibility for category A (free) or category B (reduced price) meal reimbursement for the period beginning July 1, 2019, through June 30, 2020.

The participant enrollment form is attached. Enrollment information must be collected or updated annually for all participants. Enrollment data, however, are 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.

Updated forms are attached and are also available on the Michigan Department of Education's [CACFP website](http://www.michigan.gov/cacfp) (www.michigan.gov/cacfp) under Forms & Instructions, Independent Centers and Sponsors of Centers. For questions regarding this memorandum, contact CACFP at 517-241-5353.

Attachments:

[Income Eligibility Guidelines](#)
[Participant Enrollment Form](#)
[Participant/Parent-Guardian Letter](#)
[Participant/Parent-Guardian Letter – Pricing Program](#)
[Household Income Eligibility Statement](#)
[Instructions for Child Care Institutions HIES](#)
[Instructions for Parents-Guardians HIES](#)
[ADS Household Income Eligibility Statement](#)
[ADS Instructions for Institutions HIES](#)
[ADS Instructions for Participants-Guardians HIES](#)

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