

## **Instructions for Institutions - Adult Day Services Household Income Eligibility Statement**

Adult Day Services (ADS) institutions claiming Category A (free) or B (reduced) meal/snack reimbursement rates are required to:

- Distribute the Dear Participant/Parent/Guardian Letter, Household Income Eligibility Statement (HIES) letter, and Instructions for Dear Participant/Parent/Guardian letter to the families in their facility(s).
- Review each completed HIES and determine the participant's reimbursement category.
- Maintain all HIES on file. All HIES collected and categorized by the institution must be retained for three years after the end of the current fiscal year to which they pertain or, if an audit is outstanding, until the audit is closed.

The current HIES and Dear Participant/Parent/Guardian Letter (dated 7/2023 in the lower right hand corner) must be used for all participants who will be claimed in Category A (free) or B (reduced) for the period beginning July 1, 2023. NOTE: If you charge separately for meals, use the Dear Participant/Parent/Guardian Letter *for Pricing Programs Only*. Discard any blank HIES dated before 7/2023.

### **BEFORE YOU PRINT:**

- Insert the *name, address and telephone number* of the institution at the top of the Dear Participant/Parent/Guardian Letter and the HIES.
- Sign the Dear Participant/Parent/Guardian Letter.

Do not make any changes to the Dear Participant/Parent/Guardian Letter or HIES. Federal regulations and policies require the items and language that are used and prohibit the Category A (free) Income Eligibility Guidelines from being printed on the Dear Participant/Parent/Guardian Letter and HIES.

### **How to Determine Eligibility for FAP, SSI, Medicaid, or FDPIR Households**

A participant who is a member of a household receiving Food Assistance Program (FAP), Supplemental Security Income (SSI), Medicaid, or Food Distribution Program on Indian Reservations (FDPIR) benefits is automatically eligible for Category A (free) meals.

- Review the HIES for completeness. If a HIES is not complete, return it to the participant/family to complete. Otherwise, you cannot determine eligibility and the participant must be classified as Category C (paid). A complete form from these households must include:

Part 1 The name, age, and birth date for all participants enrolled in day care.

Part 2 Enter one of the following benefit/case numbers: FAP, SSI, Medicaid, or FDPIR. The case number configuration for FAP is nine numbers that begin with a one (1) followed by eight numerals. Example: 101234567. The number on a household's Electronic Benefit Transfer or Bridge Card for FAP cannot be accepted as a FAP case number. FDPIR numbers may vary according to each tribal organization. Only

one case number per household is required to be listed. If one or more of these numbers is listed and the HIES is considered complete and valid, the participant would be eligible to be claimed in the Category A (Free) Category.

Part 3 The names of all participants enrolled in day care services. Household income information is not required.

Part 4 The signature of the adult/parent/guardian household member who completed the HIES form is required. If a Medicaid, SSI, or Food Assistance number was listed in Part 2, the last 4 digits of the Social Security Number are not required. The last 4 digits of the Social Security Number are required only when income is used to determine eligibility category.

### **For Institution Use Only:**

Note: The person determining the eligibility of the completed HIES for the institution must sign, date, and circle the appropriate Categorical Eligibility status (Medicaid, SSI, FAP, FDPIR or Household Income) and Category (A/Free, B/Reduced, C/Paid) in the "For Institution Use Only" section.

### **How to Determine Eligibility for Non-FAP, Non-FIP, or Non-FDPIR Households**

A household not receiving Medicaid, Supplemental Security Income (SSI), Food Assistance Program (FAP), or Food Distribution Program on Indian Reservations (FDPIR) benefits must report the income (gross) received by each household member, identified by source and frequency income is received, such as earnings, wages, welfare, pensions, support payments, unemployment compensation, social security, retirement, and other income received or withdrawn from any other source including savings, investments, trust accounts, and other resources. Financial aid for postsecondary education is not considered to be income.

Review the HIES for completeness. If a HIES is not complete, return it to the participant/family to complete. Otherwise, you cannot determine eligibility and the participant must be classified as Category C (Paid). A complete form from these households must include:

Part 1 The names of all participant members, ages, and dates of birth.

Part 2 The case number and name for any person in household receiving assistance.

Part 3 The income received for each household member identified by source and frequency income is received.

Part 4 The signature and contact information of the adult participant or their parent/guardian household member and the last four digits of the participant's Social Security Number or "None" checked.

The person determining the eligibility of the complete HIES must determine the number of household members and total annualized income as noted in Part 4. Enter these numbers in the "For Institution Use Only" section. Compare the total number of household members and the total income from the Household Income Eligibility Statement to the Income Eligibility Guidelines. This will determine the category of the participant(s). Identify the category of the participant(s) by circling A (free), B (reduced) or C (paid). Sign and date the form.

Participants who are ineligible or who have an incomplete or missing IES, must be claimed as Category C (Paid). However, if a complete and correct form showing Category A (Free) or B (Reduced) is collected by the end of the month in which a participant is served meals, the participant may be claimed in that category for the entire month.

### **Help Determining Annualized Income**

If the household receives income at different frequencies (i.e. one person may receive monthly retirement income and another may receive weekly pay checks) then all income must be annualized. Use the following chart to annualize income:

- If paid every week, multiply the total gross income by 52.
- If paid every two weeks, multiply the total gross income by 26.
- If paid once a month, multiply monthly income by 12.
- If paid twice a month, multiply the total gross income by 24.
- If paid once a year, enter yearly income amount.

Total all annual income values in the "Total Income" box under "For Institution Use Only" section and check the correct box for frequency of income.