



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**MEMORANDUM**

Operational Memo #4

**DATE:** July 1, 2024

**TO:** **Child and Adult Care Food Program (CACFP) Institutions**

**FROM:** Dr. Deanne K. Kelleher, RDN  
Director, Office of Nutrition Services  
State Child Nutrition Director

**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, 2024, through June 30, 2025.

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](#)

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[Household Income Eligibility Statement](#)  
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