



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, PH.D.  
STATE SUPERINTENDENT

**MEMORANDUM**

Operational Memo #7

**DATE:** August 20, 2025

**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 participant's eligibility for category A (free) or category B (reduced price) meal reimbursement for the period beginning July 1, 2025, through June 30, 2026.

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 the CACFP Household Income Eligibility Statement (HIES). Implement use of the HIES, Instructions for Parents-Guardians and the Participant/Parent-Guardian Letter according to the instructions given in the Instructions For Child Care Institutions sheet. Failure to do so may result in the loss of meal reimbursement. Provide a copy of this memorandum and the applicable program instructions sheet to all program staff who determine participant 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.

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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](#)