



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

GRETCHEN WHITMER  
GOVERNOR

MICHAEL F. RICE, Ph.D.  
STATE SUPERINTENDENT

**MEMORANDUM**

Operational Memo #4

**DATE:** July 1, 2023

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

**FROM:** Aimee Alaniz, Interim Director  
Office of Health and Nutrition Services *Aimee Alaniz*

**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, 2023, through June 30, 2024.

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 Instructions & Forms, Independent Centers and Sponsors of Centers. Contact CACFP at [MDE-CACFP@michigan.gov](mailto:MDE-CACFP@michigan.gov) or 517-241-5353 for questions regarding this memo.

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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