



# Child & Adult Care Food Program

Date: July 1, 2024

To: Child and Adult Care Food Program (CACFP) Authorized Representatives - **Centers**

RE: Enrollment & Income Eligibility Form (E/IEF) for 2024-2025 and Guidelines

## Income Eligibility Guidelines 2024-2025

Income Eligibility Guidelines for 2024-2025 have been posted and are effective July 1, 2024. Use these guidelines for determinations from July 1, 2024 through June 30, 2025.

## Enrollment & Income Eligibility Forms (E/IEF)

E/IEFs in both English and Spanish have been posted for 2024-2025. Go to <https://cnw.ksde.org>, CACFP, Administrative Handbook, Chapter 9, Related Forms. Income forms must be distributed **after** July 1, 2024. As forms expire (or during your annual update period) complete a new E/IEF.

**A current and complete E/IEF for each participant must be on file to claim reimbursement for free or reduced price meals.** The Enrollment & Income Eligibility Form should be copied as issued. Participants in At-Risk Afterschool Meals are not required to have E/IEFs on file. However, if those same participants are claimed through the traditional component of CACFP, E/IEFs must be on file in order to be claimed through the traditional component.

## Enrollment

**Every** child must be enrolled in the CACFP to claim meals. **Name, date of birth, normal days and hours of care, normal meals received during care, parent signature and date** must be completed by the parent in order for meals to be claimed in CACFP. If the parent leaves any of these fields blank, the enrollment is not complete and meals cannot be claimed. Double-check the form when the parent returns it and have the parent complete any missing items as soon as possible. Incomplete or missing forms will result in lost reimbursement income. If the parent does not complete the ethnicity/race information, center staff must encourage completion. Enrollment is current for 12 months from the date of the parent's signature. Outside School Hours Care Centers are not required to have enrollment during the school year; however, an income eligibility form must be on file for participants in order to claim reimbursement for free or reduced price meals. Enrollment is not required for children receiving At-Risk Afterschool Meals or at Emergency Shelters.

## Determining Procedure

Use the 2024-2025 Income Eligibility Guidelines when reviewing the completed forms and making income category determinations. The sponsor's official must complete the determination area of each E/IEF. For guidance and forms to determine the E/IEF, go to <https://cnw.ksde.org>, CACFP, Administrative Handbook, Chapter 9: Enrollment & Income Eligibility.

Sponsors may choose the date to make E/IEFs effective. ALL applications must be made effective in the same way. Sponsors indicate in the management plan during certification which procedure they will use. Sponsors may choose to use:

- The date the determining official determines and signs the application OR
- The date the parent/participant signs and dates the application. The determining official must sign/date within the month or in the following month that the application is completed



by the parent.

E/IEFs are effective from the beginning of the month in which they are determined until the end of the month the following year. For example, an E/IEF determined July 12, 2024 is considered valid from July 1, 2024 until July 31, 2025.

For best practice, a second person (confirming official) should double-check the form to assure it is complete and accurately determined. Incomplete enrollment information will result in lost reimbursement income.

Children enrolled in Head Start Programs are categorically eligible to receive free meal benefits. Categorical eligibility means additional free and reduced price applications and income eligibility forms are not required. As long as the child is enrolled in Head Start and a completed enrollment form with CACFP information is on file at the time the annual eligibility determination is made, all reimbursable meals served to the child may be claimed at the free rate. Sponsors may establish eligibility of all Head Start enrollees through documentation provided by the Head Start program. Forms of acceptable documentation include: an approved Head Start application or a statement and list of participants certified and signed by a Head Start official.

If you have questions regarding this information, please call Child Nutrition & Wellness at 785.296.2276.



For more information, contact:

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