

DATE: March 2012
 TO: Authorized Representatives of the Child and Adult Care Food Program (CACFP)
 Day Care Home Component
 FROM: Mike Ryan, Consultant
 Community Nutrition Programs
 SUBJECT: Revised Guidance Memorandum I - Instructions for Completing the Application
 Statement of Household Size-Income 2011 – 2012 – REVISED March 2012

Enclosed is a copy of CACFP Guidance Memorandum I (Instructions for Completing the Application Statement of Household Size-Income 2011 - 2012), revised March 2012. **Please read carefully and be sure to implement all changes as needed.** Changes in the content of the enclosed guidance memo and attachments 1, 2 and 3 are summarized below.

Guidance Memorandum	New Requirements and/or Changes
I - Instructions for Completing the Application Statement of Household Size-Income 2011 - 2012	<ol style="list-style-type: none"> 1) Updates the guidance memo to list the correct conversion factors when multiple income sources with more than one frequency are listed on the household size income form. 2) Clarifies the guidance memo to instruct sponsors not to round the values resulting from each conversion. Sponsors must add all the un-rounded converted values and compare the un-rounded total to the appropriate Income Eligibility Guideline (IEG) for the annual income for the household size. Sponsors can <i>no longer</i> use conversion factors such as 4.33 to convert weekly income or 2.15 to convert bi-weekly income to monthly income amounts. 3) Updates the guidance memo to remove the requirement for temporary (i.e. 45 days) approval. Temporary approval of an income form is no longer applicable because of the year long duration of eligibility provision. However, if sponsors are concerned with the authenticity of the information provided on an income application the sponsor may, on a case by case basis, verify the application for cause. 4) Clarifies the eligibility duration of an approved household size income form to be 12 months from the date on which the sponsor official determines and signs the form to certify eligibility. 5) Updates the guidance memo and all three provider/household letters with the correct terminology for the W-2 Cash benefits program for individuals caring for infants [i.e. Caretaker of an Infant]. 6) Updates the guidance memo and all three provider/household letters with the fifth qualifying W-2 Cash Benefits program, At Risk Pregnancy (ARP). 7) Updates all three provider/household letters with the correct complaint filing procedures. 8) Updates all three income forms with the correct number of digits for the FoodShare program, those being either ten (10) or sixteen (16) digits. 9) Updates all three income forms with the correct income conversion factors.

Guidance Memorandum	New Requirements and/or Changes
I - Instructions for Completing the Application Statement of Household Size- Income 2011 - 2012	10) Updates all three inform forms with an example of how to report income. 11) Provides check boxes on all three income forms to indicate NO income. 12) Updates all three income forms by removing the temporary (i.e. 45 days) approval clause. 13) Adds a box for the provider name and number (Attachment 1 only).

Information at the bottom of the guidance memo page gives the revision date and directs readers to the DPI Community Nutrition Team website, so agency staff can check to be sure they are using the most current revision of a specific guidance memo. The web address can also be used to locate electronic copies of documents and spreadsheets found in the guidance memos.

Enclosure