



Child & Adult Care Food Program

Date: June 30, 2023

To: Child and Adult Care Food Program (CACFP) **Home Sponsors**

RE: 2023-2024 Income Eligibility Forms (IEF) and Guidelines

Each sponsor must distribute, collect, and determine IEFs for providers claiming reimbursement for meals served to their own children, for providers that qualify for Tier 1 by income, and for families with children in Tier 2 homes where the provider requests IEFs to be given to their families.

There are two different Income Eligibility Forms (IEF) and instructions for obtaining current income.

1. IEF for **providers** - use to collect income information from either Tier 1 day care homes where providers claim reimbursement for meals served to their own children or from providers wishing to qualify for Tier 1 status based on household income.
2. IEF for **families** with children in Tier 2 homes – use when the provider has indicated they want IEFs to be given to their families.

Copy the IEFs with instructions exactly as they are issued and distribute the forms to providers and families.

Households that receive Food Assistance (FA), Temporary Assistance for Families (TAF), or participate in the Food Distribution Program on Indian Reservations (FDPIR) may indicate their case number in lieu of reporting income. The expanded categorical programs (such as WIC, Head Start, Medical Assistance, etc.) apply only to **families** in Tier 2 homes.

Use the Income Guidelines for Tiering Determination chart to make income eligibility determinations. The effective date of ALL applications is the date determined and signed by the determining official OR the date signed by the parent (with exceptions for applications not determined in the same or succeeding month the application was signed). Sponsors indicate the chosen effective date on the Management Plan.

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 IEF determined July 12, 2023 is considered valid from July 1, 2023 until July 31, 2024.

Verify all income sources for providers qualifying for Tier 1 by income. Tier 1 reimbursement may not be paid until income has been verified and the determination of eligibility is completed. Fill out the "For Sponsors Use Only" completely, including the effective date and the expiration date.

For additional guidance on income eligibility, refer to <https://cnw.ksde.org>, CACFP, Administrative Handbook, Chapter 19.

Questions? Do not hesitate to contact Child Nutrition & Wellness at 785.296.2276.



For more information, contact:

Cheryl S. Johnson
Director, Child Nutrition & Wellness
(785) 296-2276
<https://cnw.ksde.org>
csjohnson@ksde.org

Kansas State Department of Education
900 S.W. Jackson Street, Suite 102
Topeka, Kansas 66612-1212
(785) 296-3201
www.ksde.org

This institution is an equal opportunity provider.

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the nondiscrimination policies: KSDE General Counsel, Office of General Counsel, KSDE, Landon State Office Building, 900 S.W. Jackson, Suite 102, Topeka, KS 66612, (785) 296-3201.