Minnesota Department of Education

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Child and Adult Care Food Program - FDCH
Procedure for Approval/Denial of Household Income Statements

These are the main steps for a Child and Adult Care Food Program (CACFP) sponsoring organization of family day care homes to review, and approve or deny, Household Income Statements (HIS) from participating families and providers.

For more information, refer to the U.S. Department of Agriculture (USDA) document Eligibility Manual for School Meals. (School Meals and CACFP have the same eligibility rules for meal benefits.)

Step 1 – Determine the type of HIS

The minimum information required on a CACFP HIS depends on the type of HIS. There are three types of HIS, depending on which sections of the HIS have been completed by the household:

a. Case Number HIS A case number was provided in Section 2. (If case number is provided, disregard any household size/income information provided in Section 3.)

b. Household Size/Income HIS Household size/income was provided in Section 3. (No case number was provided in Section 2; at least some of the children listed in Section 1 are not foster children.)

c. Foster Children HIS Children listed in Section 1 are foster children.

If both foster children and other (non-foster) children are on the same HIS, then the sponsoring organization makes two separate eligibility determinations:

- Approve or deny foster children based on requirements for a Foster Children HIS.
- Approve or deny other (non-foster) children based on requirements for a Household Size/Income HIS.

Step 2 – Check HIS for completeness

Based on the type of HIS as determined in Step 1, review the HIS to determine whether it is complete. For reference also see the table "*Summary – Information Required for a Complete Household Income Statement*" on the last page of this procedure.

a. A complete Case Number HIS

All household children are categorically eligible if any household member participates in the Minnesota Family Investment Program (MFIP), Supplemental Nutrition Assistance Program

(SNAP) or Food Distribution on Indian Reservations (FDPIR) and provides their case number on the HIS.

A case number HIS is complete if the household has filled out:

- ✓ Section 1 – Children's names.
- ✓ Section 2 – Case number
  - – MFIP and SNAP case numbers are four to eight digits (usually seven or eight digits) with no letters.
  - – FDPIR uses the social security number for case number.
  - – A Medical Assistance case number or a Women, Infants and Children (WIC) number **does not** qualify for this purpose.
  - – Disregard any income information provided in Section 3 of the application.
- ✓ Section 4 – Signature of an adult household member (social security number not needed)

Provider HIS only (not area eligible):

- ✓ Provider must attach documentation that verifies MFIP, SNAP or FDPIR assistance was received for the month being verified.

If HIS is incomplete, go to Step 3.

If HIS is complete, go to Step 4.

b. A complete Household Size/Income HIS

A household size/income HIS is complete if the household has filled out:

- ✓ Section 1 – Children's names. Any regular incomes to children should be listed. Occasional earnings like babysitting should not be listed.
- ✓ Section 3 – Income for each adult member of the household or indication of "no income." Refer to Part 4 of the USDA document Eligibility Manual for School Meals for details about reporting of household incomes. (If none of the adults have income, contact the household to obtain an explanation and document on the HIS about how the household pays for basic expenses such as food and shelter.)
- ✓ Section 4 – Signature of an adult household member and the last four digits of their social security number (SSN) or the signer has checked the box that they do not have an SSN.

Provider HIS only (not area eligible):

- ✓ Provider must attach documentation that verifies incomes for the month being verified, for example, a copy of a month's worth of pay stubs.

- ✓ If approval of a provider HIS for Tier 1 will be based on including one or more foster children in the provider's household size, then the provider must attach documentation that verifies foster care status.

If foster children are included on the same HIS: approval of the foster children requires only the foster child or children's names, the box checked to indicate foster status, and signature of adult household member.

If HIS is incomplete, go to Step 3.

If HIS is complete, go to Step 4.

c. A complete Foster Children HIS

Foster children are categorically eligible for approval without any household income information.

A foster child HIS is complete if the household has filled out:

- ✓ Section 1 – Child(ren)'s names and box(es) checked to indicate foster care status.
- ✓ Section 4 – Signature of an adult household member (Social Security number not needed).

If other (non-foster) children are included on the same HIS, then either Section 2 (case number) or Section 3 (household/size income) must be completed for those children, and the adult household member signing the form must provide their social security number or check the box that they do not have a social security number.

If HIS is incomplete, go to Step 3.

If HIS is complete, go to Step 4.

Step 3 – Obtain missing information or signature (if applicable)

If the *signature* is missing, return the HIS to the household with an explanation that the HIS must be signed.

If any other required information on the HIS is missing or needs clarification, contact the household. Document the information obtained from the household on the HIS with your signature, date, who contacted/method of contact, and any other information as needed.

Provider HIS only (not area eligible): Contact the provider to obtain any required verification documentation that was not attached.

Step 4 – Review and Approve/Deny the HIS

Review the information on a complete HIS and either approve or deny the HIS.

a. Case Number HIS

Approve the HIS if the family or provider has indicated that they participate in MFIP, SNAP or FDPIR, and has provided a case number that appears valid.

Indicate approval or denial, and sign and date, in the approval section on the HIS.

Approval/denial process is done. Exception: If HIS is from a provider, go to Step 5.

b. Household Size/Income HIS

– Determine total household members (number of people listed in Sections 1 and 3). If there are any foster children listed in Section 1, include them in household size.

– Determine the total income for the household from Section 3. Include any regular incomes to children reported in section 1.

  If all household incomes are reported at the same frequency (all incomes are weekly, or all incomes are monthly, etc.), then add all income amounts together for total household income.

  If household incomes are reported at different frequencies, convert all income amounts to the same frequency and then add all income amounts together for total household income. To convert incomes to an annual income, multiply a weekly income by 52, a bi-weekly income by 26, a twice-per-month income by 24, or a monthly income by 12.

  If any foster care children are included in the household size, do not include foster care payments in household income.

– Compare the total household income to the USDA household income eligibility guidelines for the household size. Approve the HIS if total household income does not exceed the amount listed in the guidelines.

Indicate the total household size and income, approval or denial, and sign and date, in the approval section of the HIS.

Approval/denial process is done. Exception: If HIS is from a provider, go to Step 5.

If any foster children are listed on the same HIS with non-foster children:

– Refer to the guidelines above to approve the non-foster children.

– Refer to the following section on Foster Children HIS to approve the foster children.

– In the approval section of the HIS, indicate separate approval or denial for the foster children and for the non-foster children.

c. Foster Children HIS

Approve the HIS based on the family's indication of foster care status in Section 1 (foster care box is checked).

Indicate approval, and sign and date, in the approval section on the HIS.

If there are any other (non-foster) children listed on the same HIS, follow the guidelines in the previous section on "If any foster children are listed on the same HIS with non-foster children."

Approval/denial process is done. Exception: If HIS is from a provider and the provider is being approved for Tier 1 based on the foster child/ren being counted in household size, go to Step 5.

Step 5 (Providers only) – Notify of Approval/Denial

Send letter of notification of approval or denial to provider.

Summary – Information Required for a Complete Household Income Statement

Sections of Household Income Statement	*Case Number HIS—required sections*[1]	*Family Size/Income HIS—required sections*[2]	*Foster Child HIS—required sections*[2]
1. Names of children	✓	✓	✓
Box(es) checked to indicate foster status			✓
Regular earnings of children, if any		✓	
2. Case number	✓		
3. Names and incomes of adults		✓	
4. Signature of adult household member	✓	✓	✓
Last four digits of signer's SSN or indication of no SSN		✓	

[1] Case number must be from the Minnesota Family Investment Program (MFIP), Supplemental Nutrition Program (SNAP), or Food Distribution on Indian Reservations (FDPIR). MFIP and SNAP case numbers are four to eight (usually seven or eight) digits with no letters. FDPIR uses the social security number for case number.

A Medical Assistance number or a Women, Infants and Children (WIC) number does not qualify for this purpose.

Any income information provided by the household is ignored if a valid case number is provided.

[2] If a HIS has some children whose approval is based on family size/income, and others who are foster children, approval is separate for the foster children and the other children. Foster children are categorically eligible for Tier 1. The other non-foster children in the same household may be approved, depending on family size (including the foster children) and income (excluding foster care payments).