Please route to:

☑️ Center Director  ☐ Cook  ☑️ Business Manager
☑️ Board of Directors  ☑️ Owner (for-profit centers)  ☑️ Authorized Representative

DATE: February 20, 2012

TO: Child and Adult Care Food Program (CACFP) Center-based Child Care Institutions

FROM: Robin Holz, Consultant, Bureau of Nutrition, Health and Transportation Services

SUBJECT: Guidance on Iowa Eligibility Applications and Duration of Approval

This memorandum provides guidance and clarification regarding Iowa Eligibility Application determinations and the duration of approval in the CACFP.

Eligibility Duration
Iowa Eligibility Applications should be considered current and valid until the last day of the month in which the form was dated one year earlier. The date used to make this determination should be the date the center sponsor or independent center official signs the application to certify eligibility of the participant. The application may be approved effective the first of the month in which it is approved or the first date the participant is in care, whichever is later. This means that an Iowa Eligibility Application signed and dated by an institution on January 12, 2012, is considered valid as early as January 1, 2012 through January 31, 2013. Applications should be approved in the month they are received.

Change in Income or Household Size
Households are not required to report changes in circumstances, such as an increase in income, a decrease in household size, or when the household is no longer certified eligible for benefits through Food Assistance, the Family Investment Program (FIP) or Head Start. Therefore, once a household is approved for free or reduced price benefits, the household remains eligible for those benefits until the eligibility expires.

Elimination of Temporary Approval
In the past, temporary approval of Iowa Eligibility Applications was required when zero income was reported. The CACFP approving institution was required to follow up with the household at 45 days to re-evaluate the household’s situation. Year-long eligibility did not apply when a household was given temporary approval.

The United States Department of Agriculture (USDA) has now eliminated the use of temporary approvals. Households that were in temporary approval status on November
28, 2011, or have been temporarily approved since that date, must be approved for an entire year. The original date of the temporary approval should be the start date for the year of eligibility. If a household’s temporary approval expired prior to November 28, 2011, the household must submit a new Iowa Eligibility Application.

Please note: The Iowa State Agency requires annual renewal of all Iowa Eligibility Applications each federal fiscal year, preferably in September, including those approved based on zero income.

Contact Robin Holz if you have questions at robin.holz@iowa.gov (515)281-3484.