



STATE OF IOWA

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DATE: February 5, 2015

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

FROM: Robin Holz, Lead CACFP Consultant - Centers
Bureau of Nutrition and Health Services

SUBJECT: Sharing of Household Information with the **hawk-i**/Medicaid Program

CACFP child care centers serve many low-income children and can play a vital role in outreach for Medicaid and **hawk-i** (Iowa's State Children's Health Insurance Program). CACFP centers are encouraged but not required to release to the Iowa Department of Human Services household information for the children eligible for free or reduced-price meal benefits who have expressed interest in learning about **hawk-i**.

Health insurance is an important issue that affects many of your participants and their families. More children may be eligible for publicly funded health insurance programs than thought; even a working family of four earning up to **\$72,027.00** may qualify for **hawk-i**. The **hawk-i** program will mail **hawk-i** applications to the households that have requested a contact.

The Iowa Department of Education (DE), acting on behalf of participating CACFP organizations, has entered into a contract with DHS. You will find signatures in place from the Department of Human Services (DHS) and DE and a place for the center authorized representative to sign. **Your organization must print, review, and sign the contract if it will share information with hawk-i.** Signing the contract exercises your authority to disclose the eligibility information as authorized. The contract will be in effect until June 2015. The signed contract and a copy of the list released to **hawk-i** must be on file with your approved Iowa Eligibility Applications.

A copy of the contract is available at <https://cnp.ed.iowa.gov/CNP/> in "Download Forms" (document CACFP 033). Maintain on file for three years plus the current year.

The procedures for sharing information are summarized below:

- Determine the households with children eligible for free or reduced-price meals that expressed an interest in **hawk-i**. These households are identified by those who did

not sign the **hawk-i** /Medicaid Information Form on the back of the Iowa Eligibility Application.

- By **February 25, 2015** report the names of parents/guardians eligible for free and reduced-price meals online at <http://www.hawk-i.org/>. Instructions will be located in the Form Download section of the IowaCNP system (document CACFP 032). *The instructions will refer to schools, but they also apply to CACFP.*
- You may not release the names of anyone who has signed the **hawk-i** /Medicaid Information Form on the back of the Iowa Eligibility Application requesting that their information not be released.

For assistance with submission of files or problems with accessing the website contact the **hawk-i** database manager at hawkischools@dhs.state.ia.us or call **hawk-i** toll free at 1-800-257-8563.

No information, lists or copies of the contract should be sent to the Department of Education, Bureau of Nutrition and Health Services.

For CACFP related assistance contact robin.holz@iowa.gov (515)281-3484.