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# STATE OF IOWA

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DEPARTMENT OF EDUCATION  
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Date: August 7, 2015

To: Child and Adult Care Food Program Home Sponsor Organizations

From: Suzanne Secor Parker, Consultant,  
Bureau of Nutrition, Health and Transportation Services

Subject: Guidance on Income Eligibility Determinations and Duration of Approval

Replaces: CACFP Memo HP-2009-13 Clarification of the Duration of Income Eligibility for Provider and Parent Eligibility Applications  
CACFP Memo HP-2012-4 Guidance on Income Eligibility Determinations and Duration of Approval

This memorandum provides clarification regarding Iowa Eligibility (income) Application determinations and the duration of approval in the Child and Adult Care Food Program (CACFP).

## **Eligibility Duration of Approval**

Approved Iowa Eligibility Applications (income applications) are current and valid until the last day of the month in which the application was dated one year earlier (13 months). Eligibility duration applies to providers approved for Tier 1 Income, Tier 1 Area providers approved to claim their own children, and to income applications approved for children enrolled in Tier 2 Mixed homes

Income applications must be approved effective the first of the month in which it is approved, **or** the first day a provider or child starts CACFP participation, whichever is later. The ending date of eligibility is the last day of the 13<sup>th</sup> month following the approval.

Example: An income application received and approved by the Home Sponsor during August 2015, is Tier 1 eligible effective August 1, 2015 through August 30, 2016.

Home Sponsors are expected to review Iowa Eligibility Applications during the month in which they are received. Best practice includes date stamping applications and supporting documents (for Tier 1 Income eligibility) the day they are received.

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### **Changes in Income or Household Size**

When an income application has been approved, households are not required to report any changes in household income, change in household size, or when the household is no longer certified eligible for benefits through Food Assistance or the Family Investment Program (FIP) or Head Start during the time when the current income application is effective (13 months). Therefore, once a household is approved for Tier 1 benefits, the household remains eligible for Tier 1 benefits until the eligibility expires.

### **Elimination of Temporary Approval**

The United States Department of Agriculture (USDA) eliminated the use of temporary approvals for both provider and parent income applications when zero (\$0) income is reported on the application. Zero (\$0) income applications must be approved as Tier 1 eligible for 13 months.

### **Iowa Policy**

The Iowa State Agency requires income applications to be given to:

1. new/returning providers who are not Tier 1 Area eligible if the provider wishes to apply for Tier 1 Income eligibility.
2. new/returning Tier 1 Area providers who want to apply to claim their own children for meal reimbursement.
3. families of all children enrolled in Tier 2 Mixed homes.
4. a provider or parent one month prior to his/her current income application expiration date.

Eligibility for all approved provider and parent income applications will be 13 months. Sponsors are responsible for tracking eligibility dates (13 months) for approved provider and parent income applications.

Call (515) 281-3744 or email ([suzanne.secorkparker@iowa.gov](mailto:suzanne.secorkparker@iowa.gov)) if you have questions.