

- For center use only -

Child and Adult Care Food Program Procedure for Approval of Household Income Statement Forms

These are the main steps for a center participating in the Child and Adult Care Food Program (CACFP) to review and approve, or deny, Household Income Statement (HIS) forms from families. For additional information, refer to these resources available on the U.S. Department of Agriculture website:

- [Independent Child Care Centers Handbook](#) (Part 3).
- [Eligibility Manual for School Meals](#) (School Meals and CACFP have the same eligibility rules for meal benefits. The Eligibility Manual for School Meals is the most detailed resource on eligibility questions such as what types of income must be reported.)

Step 1: Determine the type of HIS

The minimum information required on an HIS form depends on the type of HIS. There are four types of HISs, depending on which sections of the HIS form have been completed by the household:

- Case Number HIS** Case number is provided in Section 2 of the HIS. (If case number is provided, disregard any household size/income information provided in Section 3 of the HIS.)
- Foster Children Only HIS** All household children listed in Section 1 of the HIS who are enrolled for care are foster children.
- Household Size/Income Only HIS** Household incomes are provided in Section 3 of the HIS. (There may also be earnings to children listed in Section 1). None of the children in Section 1 are foster children and no case number has been provided in Section 2.
- Combination – Household Size/Income plus Foster HIS** Some but not all of the children in Section 1 of the HIS are foster children. Household size/income information is provided in Section 3.

Step 2: Review and approve HIS

Based on the type of HIS determined in step 1, review the HIS form to determine whether it is complete and may be approved or denied, or whether required information is missing. See the table “Summary – Information Required for a Complete Household Income Statement” on the last page of this procedure.

a. Case Number HIS

All household children are categorically eligible for Category A if a case number is provided from the Minnesota Family Investment Program (MFIP), Supplemental Nutrition Assistance Program (SNAP) or Food Distribution on Indian Reservations (FDPIR).

A case number HIS is complete if the household has provided:

- 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 Social Security number for case number. A Medical Assistance case number or Women, Infants and Children (WIC) number does not qualify for CACFP purposes.
 - If Section 2 is completed, disregard any income information provided in Section 3.
- Section 4 – Signature of an adult household member (Social security number not needed).

If the *signature is missing*, return the HIS form to the household.

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

Approve the HIS if *complete*. In the approval box on the HIS form, check the box indicating approval for Category A based on case number, and sign and date.

b. Foster Children Only HIS

Foster children are categorically eligible for Category A without household income information. (Refer to section “d” below if the HIS has a combination of foster children and other, non-foster children.)

A HIS that is only for foster children is complete if the household has provided:

- Section 1 – Child/ren’s name(s) and box(es) checked to indicate foster child status.
- Section 4 – Signature of an adult household member (social security number not needed).

If *signature is missing*, return the HIS to the household.

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

Approve the HIS if *complete*. In the approval box on the HIS, check the box indicating approval for Category A based on foster child status, and sign and date.

c. Household Size/Income Only HIS

If the HIS is completed with household size/income information only (no foster children and no case number), the HIS is complete and may be approved for Category A or B if the household has provided:

- Section 1 – Children’s names.
- Section 3 – Adult household member names and incomes, or indication of “no income.” (If none of the adults has 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 an indication that the signer does not have a SSN.

If *signature is missing*, return the HIS to the household.

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

If the HIS is complete:

- Determine total household members (number of people listed in Sections 1 and 3).
- Determine the total income* for the household from Section 3 (any regular incomes to children reported in section 1).
- Compare the total household income to the CACFP household income eligibility guidelines. Approve for Category A if total household income is within the income range shown in the Category A column. Approve for Category B if total household income is higher than Category A but within the income range shown in the Category B column. Approve for Category C if total household income is higher than Category B, as shown in the Category C column. In the approval box on the HIS, record the total household size and income, the approval category, and sign and date.

- * If all household incomes are reported at the same frequency (all incomes are weekly, or all incomes are monthly, etc.), 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.

d. Combination – Household Size/Income plus Foster Children HIS

If the HIS has a combination of foster children and other children in the household, the eligibility of the two groups of children must be determined separately.

- Foster children in the household are categorically eligible for Category A if the HIS has the required information for foster children. Approve or deny the HIS for foster children as described above in “2.b. Foster Children Only HIS.”
- Other (non-foster) children in the household may be eligible for Category A or B depending on total household size and income. Include foster children in total household size. Do not count foster care payments as part of household income. Approve or deny the other (non-foster) children for Category A or B as described above in “2.c. Household Size/Income Only HIS.”

Note: When there are foster children and other children on the same HIS, there may be different eligibility results for each group. For example, the HIS might be approved as Category A for the foster children but Category B or C for the other children in the household.

Step 3: Only for Centers with Separate Meal Charges (“Pricing” Centers)

Centers that have separate meal charges must notify households in writing of approval or denial of meal benefits.

Annual Verification Requirement: “Pricing” centers must annually (each fall) verify three percent of approved HIS forms by requiring a randomly selected sample of households to submit verifying information. Refer to the 2002 memorandum [Verification Requirements for Pricing Centers](#) available on the MDE website.

Summary – Information Required For a Complete Household Income Statement

Sections of Household Income Statement	<i>Case Number HIS—required sections¹</i>	<i>Family Size/Income HIS—required sections²</i>	<i>Foster Child HIS—required sections²</i>
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 If a case number is provided, the HIS is approved for the household based on the case number and the signature of an adult household member. Any income information provided by the household is not considered. The case number must be from the Minnesota Family Investment Program (MFIP), Supplemental Nutrition Assistance 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.

² If an 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 Category A. However other children in the same household must be approved for Category A or B, or denied, based on the total family size/income.