

•MODULE 4: ENROLLMENT, ELIGIBILITY & TIERS

New Center Training

PY 2020-2021



CACFP Staff
Office of Child Nutrition
601-576-5000

• Participant Enrollment

- Organizations and sites must maintain the proper documentation certifying the enrollment status for all participants who are claimed in the CACFP.



• Collection of Documentation

- ADC centers must collect and maintain documentation of enrollment for each adult.
- Enrollment documents for adults enrolled in ADC centers are valid from the time they are signed by the adult/adult household member.

The following information must be included if an adult participant is to be considered properly enrolled:

- Participant's name;
- Participant's date of birth;
- Participant's age;
- Enrollment and withdrawal dates;
- Participant's signature (or that of another responsible adult); and
- Date of signature

ENROLL



• Collection of Documentation

CCC and DCH must collect, maintain, and file the documentation of enrollment from parents/guardians as well as:

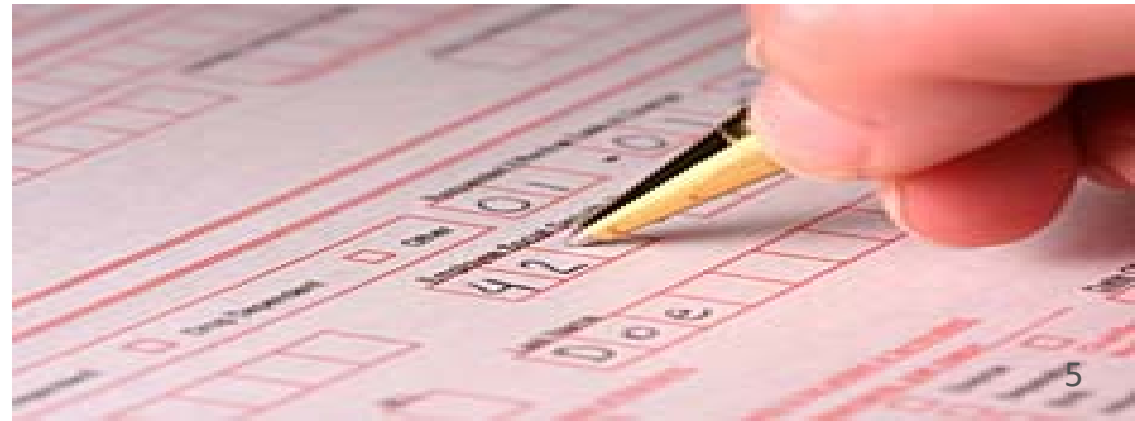
- Update the enrollment form annually-- it is valid from the original date the parent/guardian signs the document until the end of the 12 month period (i.e., if a child enrolls on August 15, the enrollment form is valid from August 15 of the current year to August 31 of the following year).
- Be signed and dated by the child's parent or guardian.
- Include information about each child's normal days and hours of care and the meals the child usually receives while in care.



• Collection of Documentation

To claim reimbursement for meals and snacks served:

- CCC and DCH must have complete and current documentation verifying that participants are enrolled for care; and
- CCC/DCH sponsors and must have the complete, current, signed and dated documentation on file for each participant prior to submitting the claim for reimbursement to the OCN.
- Meals served to children or adults who do not have complete and current enrollment documents on file with the sponsor or independent center are not eligible for reimbursement.



• Participant Eligibility Determination

Organizations must properly determine the eligibility for each of the enrolled participants as either free, reduced, or paid.

Eligibility Duration

- Income eligibility forms are considered current and valid until the last day of the month in which the form was dated one year earlier

Effective Date

- The date the parent or guardian signs the meal application form; or the date the meal application form was certified by the determining official

• Participant Eligibility Determination

- ADC and CCC must maintain a current, complete, and approved Meal Application Form for each participant claimed in the free or reduced-price eligibility category.



• Participant Eligibility Determination

DCH's must maintain a current, complete and approved application form if:

- **Tier I** eligible providers based on area eligibility for provider's own children.
- **Tier II** homes with enrolled children who qualify at the Tier I rates.



• Eligibility Determination Exemptions

Meal Applications are not required to determine eligibility categories for the following participants;

- Children who are enrolled in Head Start, Early Head Start or Even Start programs.
- At-risk Afterschool Centers and Emergency Shelters.



• Distributing Meal Applications

CCC/ADC/DCH

- Distribute the Letter to Households/Parents to inform the parent or guardian of the procedures regarding eligibility for free and reduced-price meals.
- Distribute the Letter to Providers to inform the parent or guardian of the procedures regarding eligibility for free and reduced-price meals.

CCC/DCH

- Distribute WIC Information to parents and providers of enrolled children



• Master Roster

The roster must include:

- Program Year;
- Name and eligibility category (free, reduce, paid of each participant)
- All enrolled children, even households that did not return a meal application form
- Total number of participants in each category; and
- Effective Date - Eligibility determination
- Date Exited – Participant withdrawal from the center



• Reimbursement for CCC and ADC

- Organizations and sponsored sites are reimbursed based on meals times rates.
- Remember that **sponsors** can retain up to 15% of each site's reimbursement, minus the cash-in-lieu to cover the administrative costs.
- Rates are adjusted **annually** each July.



• Tier I & Tier II Providers (DCH)

- Reimbursement is based on a two-tiered rate structure. Sponsors determine whether the providers are **Tier I** or **Tier II**.
- Providers receive reimbursement for meals served to enrolled children based on one of the following.
- Location of the provider's home
- The income of the provider
- The household income of each participating child

• Reimbursement for DCH

- Providers are reimbursed based on category of Tier I or Tier II
- DCH sponsors are reimbursed based on the number of homes.



• Questions

