ELIGIBILITY
COMPLETING ENROLLMENT FORM

The enrollment form must be completed on every child with his or her initial enrollment. The form must indicate the normal days and hours in care, the meals the child normally receives, the name of the parent/guardian and his or her address and telephone number, and be signed by the parent/guardian. Enrollment forms must be updated *ANNUALLY* with the signature of the parent/guardian and the date. This pertains to all prior year enrollment forms.

This form *does not* replace the CACFP Meal Benefit Income-Eligibility Form, which must be distributed annually (every year).

Institutions participating *ONLY* in the CACFP At-Risk Meal Program, outside-school-hours care program, as adult day care institutions, or as emergency shelters are not required to complete enrollment forms.

*NOTE: If a sponsoring organization (SO), copies of the enrollment form must be maintained at both the SO and the facilities.*
**EXAMPLE**
**CHILD AND ADULT CARE FOOD PROGRAM (CACFP)**
**ENROLLMENT FORM**

<table>
<thead>
<tr>
<th>CHILD’S INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Child’s Name: <strong>FLORENCE SCOTT</strong></td>
</tr>
<tr>
<td>2. Normal Days in Attendance:</td>
</tr>
<tr>
<td>Sunday</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>A.M.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>4. <strong>Special Dietary Needs</strong> (Attach signed medical statement):</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>5. Normal Hours of Attendance:</td>
</tr>
<tr>
<td>7:00 a.m./p.m. to 5:00 a.m./p.m.</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>6. Normal Meals Eaten:</td>
</tr>
<tr>
<td>Breakfast</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>7. Signature of Parent/Guardian: <strong>FELECIA SCOTT</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PARENT’S INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Parent/Guardian: <strong>FELECIA SCOTT</strong></td>
</tr>
<tr>
<td>Address: <strong>123 “A” STREET</strong></td>
</tr>
<tr>
<td>Home Telephone Number: <strong>123-4567</strong></td>
</tr>
</tbody>
</table>

**RENEWAL UPDATES**

If there are no changes to the above information, sign and date. If there are changes, a new enrollment form must be completed, signed, and dated.

<table>
<thead>
<tr>
<th>Parent/Guardian Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FELECIA SCOTT</strong></td>
<td>10/6/YYYY</td>
</tr>
</tbody>
</table>
Every application must be approved at face value. Institutions must not complete any part of the application for a household nor can an institution require a household to complete an application.

A. The application MUST provide the following:

1. For Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF), and/or Food Distribution Program on Indian Reservations (FDPIR) households:
   a. The name of each child for whom the application is made.
   b. A SNAP, TANF, or FDPIR case number.
      (1) SNAP: A valid SNAP number may begin with the letter \( A, B, C, D, H, J, \) or \( T \) followed by six to nine digits. All valid numbers MUST be Oklahoma-issued. Some numbers could also include a dash, followed by two additional numbers. NOTE: Centers cannot go to the EBT machine and write down the number on the application. The application must be totally completed by the parent/guardian.
      (2) TANF*: A valid TANF number is recognized by a six- to nine-digit number beginning with the letter \( C \) or \( H \). All valid numbers MUST be Oklahoma-issued. This number could be followed by a dash with two additional numbers.
      (3) FDPIR*: An FDPIR number may be any combination of letters and/or numbers. It has no identifiable format. NOTE: A number starting with KK should not be considered an FDPIR number.

   * If an application contains a single case number for SNAP, TANF, or FDPIR, all enrolled children listed on the application must be approved for free meal benefits. Any income information on an application containing a SINGLE/CORRECT SNAP, TANF, or FDPIR case number should be disregarded. (Reference USDA Memo SP-38-2009.)
   * If there is any doubt of the validity of a case number submitted on an application, the institution should contact the appropriate SNAP, TANF, or FDPIR official and document the findings. (This is only for numbers that are not formatted as Oklahoma numbers.)

   c. The signature of an adult household member.

2. Foster children are now categorically eligible, and the required information for foster children is:
   a. The name of the child and the indication that the child is a foster child.
   b. The signature of an adult household member.

   NOTE: The presence of a foster child in the household does NOT convey eligibility for free meals to all children in the household in the same manner as SNAP, TANF, and FDPIR participation does.
3. **For Other Households (Income Households):**
   a. The names of all household members, including all children for whom the application is made.
   b. The amount of gross income received by each household member and the source of the income.
   c. The last four digits of the social security number of the adult household member who signs the application or an indication that the household member does not have one.
   d. The signature of an adult household member.

**B. Computation of Current Income**

1. Each household **MUST** provide the amount of gross income received. Income **MUST** be identified with the individual who received it and the source of the income (such as wages or welfare). It is the responsibility of the institution representative to compute the household’s total current income and compare the total amount to the Income-Eligibility Guidelines (IEG) (see page 246).

2. Households may report incomes for different periods; e.g., one monthly, one every two weeks, one twice a month, and one weekly. The institution representative **MUST** convert all reported incomes to **ANNUAL** income to determine the total household income.

3. To compute annual income:
   a. If income is received **every week**, multiply the total gross income by 52 to determine the annual income.
   b. If income is received **every two weeks**, multiply the total gross income by 26 to determine the annual income.
   c. If income is received **twice a month**, multiply the total gross income by 24 to determine the annual income.
   d. If income is received **once a month**, multiply the gross income by 12 to determine the annual income.

   **NOTE:** In situations where income is reported weekly, every two weeks, monthly, or twice a month, and the software has no provision for dealing with dollars and cents, calculations should be done manually to arrive at the most accurate annual or monthly income. (Reference All State Directors’ Memo 2001-CN-8.) All computerized software must include both the dollar amount and the cent amount, unless the cents are computed manually.

**C. Application Approval or Denial**

1. Households that submit an incomplete application cannot be approved. If any **REQUIRED** information is missing, the information **MUST** be obtained before an eligibility determination can be made. Institutions **must not** complete any part of the application for a household.

2. To get the required information, the institution representative may return the application to the household or contact the household either in person, by phone, or in writing. The institution representative must document the details of the contact and date and initial the entry. Applications missing the signature of an adult household member **MUST** be returned for signature.
3. Every reasonable effort should be made to obtain the missing information prior to determining the application is not eligible.

4. If there are any inconsistencies or questions concerning the required eligibility information provided, the household’s application **MUST** be determined as not eligible unless the inconsistencies or questions are resolved. For instance, if it is unclear whether the household provided weekly or monthly income, this issue **MUST** be resolved before an eligibility determination can be made. The institutional representative may contact the household prior to determining the application is not eligible, document the details of the contact, and date and initial the entry.

5. Each CACFP FSIA must contain the approval signature of the institution representative and date the form was approved to be considered valid.

   **NOTE:** If the person who is approving the application has registered his/her signature with the State of Oklahoma, then a stamped signature is permissible.

**Effective Date:**

CACFP institutions have flexibility concerning the effective date of certification for program benefits. For the purposes of nonschool institutions, the date to be used to make this determination may be either the date the parent or guardian signed the income-eligibility form or the date on which the sponsor or independent center official signs the form to certify eligibility of the participant. However, if the date of parent signature is not within the month of certification or the immediately preceding month, the effective date must be the date of certification. Please note, the date of submission by the parent or guardian is not required to be recorded on the income-eligibility form. (Reference USDA Memo 01-2015.)

**D. Foreign Language Translations**

Where a significant number or proportion of the population eligible to be served in the institution needs information in a language other than English, institutions **MUST** make reasonable efforts, considering the size and concentration of such population, to send appropriate non-English-language household letters or notices and application forms to such households. USDA provides copies of these applications, which include the following languages: Arabic, Cambodian, Chinese (Mandarin), Farsi, French, Greek, Haitian, Hindi, Hmong, Japanese, Korean, Kurdish, Loatian, Polish, Portuguese, Russian, Samoan, Serbo-Croatian, Somali, Spanish, Sudanese, Tagalog, Thai, Urdu, and Vietnamese. Log onto [https://www.fns.usda.gov/school-meals/translated-applications](https://www.fns.usda.gov/school-meals/translated-applications).
ELIGIBILITY DEFINITIONS

Determining Household Size

Adopted Child—An adopted child for whom a household has accepted responsibility is considered to be a member of that household. If the adoption is a SUBSIDIZED adoption (children who are difficult to place), the subsidy is included in the total household income.

Child Attending an Institution—A child who attends, but does not reside in, an institution is considered a member of the household in which he or she resides.

Child Away at School—A child who is temporarily away at school (e.g., attending boarding school or college) should be counted as a member of the household.

Child Living With One Parent, Relatives, or Friends—In cases where no specific welfare agency or court is legally responsible for the child or where the child is living with one parent, other relatives, or friends of the family, the child is considered to be a member of the household with whom he or she resides. Children of divorced or separated parents are generally part of the household that has custody.

Emancipated Child—A child living alone or as a separate economic unit is considered to be a household of one. In some cases, an emancipated child may be living with relatives or friends, none of whom is an adult. If the household is one economic unit, all income and household members MUST be included to determine eligibility. Age is not a factor in defining an emancipated child.

Family Members Living Apart—Family members living apart on a TEMPORARY basis are considered household members. Family members not living with the household for an EXTENDED period of time are not considered members of the household for purposes of determining eligibility, but any money made available by them or on their behalf for the household is included as income to the household.

Foreign Exchange Student—A foreign exchange student is considered to be a member of the household in which he or she resides; i.e., the household hosting the student.

Foster Child—A foster child is a child whose care and placement is the responsibility of an agency that administers a state plan under Part B or Part E of Title IV of the Social Security Act or a foster child who a court has placed with a caretaker household. These provisions only apply to children formally placed in foster care by a state child welfare agency or a court. They do not apply to informal arrangements such as caretaker arrangements or permanent guardianship placements that may exist outside of or as a result of state- or court-based systems. Whether placed by the state child welfare agency or a court, in order for a child to be considered categorically eligible for free meals, the state must retain legal custody of the child. The household keeping the foster child DOES include the foster child in its family size, and it does include as part of the household income any monies the foster child receives. However, the household does not report any monies the foster parents are receiving for the care of the foster child. NOTE: Because some adopted children were first placed in families as foster children, parents may not be aware that once a child is adopted, he or she must be determined eligible based on the economic unit and all income available to that household, including any adoption assistance,
is counted when making an eligibility determination. NOTE: The presence of a foster child in the household does NOT convey eligibility for free meals to all children in the household in the same manner as SNAP, TANF, and FDPIR participation does.

Household/Economic Unit—A group of related or unrelated individuals who are not residents of an institution or boarding house, but who are living as one economic unit and who share housing and/or significant income and expenses of its members. Generally, individuals residing in the same house are an economic unit. However, more than one economic unit may reside together in the same house. Separate economic units in the same house are characterized by prorating expenses and maintaining economic independence from one another.

Institutionalized Child—An institutionalized child is a child who resides in a residential-type facility that the state has determined is not a boarding school. Such a child is considered a household of one.

Joint Custody—In cases where joint custody has been awarded and the child physically changes residence, determination should be based on the household where the child would receive the highest benefit.

Military Family Member—For the purpose of determining household size, deployed service members should be considered as family members living apart on a temporary basis. A school or an institution would instruct families to include the names and only that portion of the deployed service member’s income made available by the service member, or on his or her behalf, to the household where the children are staying as income for eligibility determination purposes.

Determining Household Income

Income is any money received on a recurring basis, including GROSS earned income, unless specifically excluded by legislation. Specifically, gross earned income means all money earned before deductions for employee’s income taxes, social security taxes, insurance premiums, bonds, savings programs, and/or other income deductions.

Income includes the following:

Adopted Child Subsidy—The subsidy a household receives for a child who has been adopted is counted as income.

Alimony and Child Support—Any money received by a household in the form of alimony or child support is considered as income in the receiving household. However, any money paid out for alimony or child support may not be deducted from that household’s reported gross income.

Child’s Income—The earnings of a child who is a full-time or regular part-time employee MUST be listed on the application as income. However, occasional earnings such as income from occasional baby-sitting or mowing lawns should not be listed on the application as income.

Current Gross Income—Households MUST report current income on an FSIA.

Current Income means income received by the household. If this income is higher or lower than usual and does not fairly or accurately represent the household’s actual circumstances, the household may project its annual rate of income.
**Earnings From Work**—Wages, salaries, tips, commissions, net income from self-owned businesses and farms, strike benefits, unemployment compensation, and worker’s compensation.

**Foster Child’s Income**—A foster child is a child who is living with a household but who remains the legal responsibility of the welfare agency or court. The household keeping the foster child **DOES** include the foster child in its family size, and it does include as part of the household income any monies the foster child receives. However, the household does not report any monies the foster parents are receiving for the care of the foster child. **NOTE:** *Because some adopted children were first placed in families as foster children, parents may not be aware that once a child is adopted, he or she must be determined eligible based on the economic unit and all income available to that household, including any adoption assistance, is counted when making an eligibility determination.* **NOTE:** The presence of a foster child in the household does **NOT** convey eligibility for free meals to all children in the household in the same manner as SNAP, TANF, and FDPIR participation does.

**Garnisheed Wages and Bankruptcy**—Income is the gross income received by a household before deductions. In the case of garnisheed wages and income ordered to be used in a specified manner, the total gross income **MUST** be considered, regardless of whatever portions are garnisheed or used to pay creditors.

**Income for the Self-Employed**—Self-employed persons may use last year’s income as a basis to project their current year’s net income, unless their current net income provides a more accurate measure. Self-employed persons are credited with net income rather than gross income. Net income for self-employment is determined by subtracting business expenses from gross receipts:

(a) Gross receipts include the total income from goods sold or services rendered by the business.

(b) Deductible business expenses include the cost of goods purchased, rent, utilities, depreciation charges, wages and salaries paid, and business taxes (not personal, federal, state, or local income taxes).

(c) Nondeductible business expenses include the value of salable merchandise used by the proprietors of retail businesses.

(d) For a household with income from wages and self-employment, each amount **MUST** be listed separately. When there is a business loss, income from wages may not be reduced by the amount of the business loss. If income from self-employment is negative, it should be listed as zero income.

**Institutionalized Child’s Income**—Payments from any source received by the institution on a child’s behalf are not considered as income to the child. Only the income a child earns from full-time or regular part-time employment and/or personally receives while in residence at the institution is considered as income.

**Lump Sum Payments**—When lump sum payments are put into a savings account and the household regularly draws from that account for living expenses, the amount withdrawn is counted as income.

**Military Benefits**—Gross income, including base pay, regular housing allowance, (BAH, VHA, BAQ), subsistence (BAS), clothing allowance, hazardous duty, hostile fire, flight pay, incentive, etc., must be included for military families. The only exceptions are as follows:

(a) **U.S. Armed Forces Family Subsistence Supplemental Allowances (FSSA).** (Reference All State Directors’ Memo 2006-CN-10.)
(b) **Privatized housing** refers to the Military Housing Privatization Initiative, a program operating at a number of military installations. This initiative puts the operation of military-owned housing under private contractors. Under this privatization initiative, a housing allowance appears on the leave and earnings statement of service members living in privatized housing. It is important to note that this income exclusion is only for service members living in housing covered under the Military Housing Privatization Initiative. It is not an allowable exclusion for households living off base in the general commercial/private real estate market. (Reference All State Directors’ Memo 2004-CN-06, 2004-CN-01, 2003-CN-17, 2003-CN-16.)

Additionally, USDA has provided clarification regarding household-size and income determination where both parents are deployed and their children are staying with friends or relatives. Consistent with the above policy, the children would be counted as part of the household where they are staying; however, both parents would also be included in the household and only the funds provided to the household by the deployed military parents would be included in total household income. (Reference All State Directors’ Memo 2003-CN-06.)

(c) **Military Combat Pay.** This exclusion is authorized by the Agriculture, Rural Development, Food and Drug Administration (FDA), and Related Agencies Appropriations Act, 2010 (P.L. 111-80; October 21, 2009).

As set forth in the statute, Combat Pay is defined as an additional payment made under Chapter 5 of Title 37 of the United States Code, or as otherwise designated by the Secretary to be excluded, that is received by the household member who is deployed to a designated combat zone. Combat Pay is excluded if it is:

- Received in addition to the service member’s basic pay.
- Received as a result of the service member’s deployment to or service in an area that has been designated as a combat zone.
  
  **AND**
  
  - Not received by the service member prior to his or her deployment to or service in the designated combat zone.

A combat zone is any area that the President of the United States designates by Executive Order as an area in which the U.S. Armed Forces are engaging or have engaged in combat. As with other types of income commonly received by military personnel (such as the Basic Allowance for Housing or Basic Allowance for Subsistence payments), Combat Pay received by service members is normally reflected in the entitlements column of the military Leave and Earnings Statement (LES). Information regarding deployment to or service in a combat zone may also be available through military orders or public records on deployment of military units. Deployed service members are considered members of the household for purposes of determining income eligibility for the CNP. (Reference USDA Memo SP-06-2010.)

(e) The Earned Income Tax Credit (EITC). (Reference All State Directors’ Memo 2003-CN-13.)

(f) Any payments made under the Agent Orange Compensation Exclusion Act.

(g) Any payments made or any mandatory salary reduction related to the Veteran’s Educational Assistance Act of 1964 (GI Bill).

(h) Deployment Extension Incentive Pay (DEIP).

The exclusion of Combat Pay, as described in P.L. 111-80, is extended to DEIP. DEIP is given to active-duty service members who agree to extend their military service by com-
pleting deployment with their units without reenlisting. This exemption applies only until the service members return to their home station. Any additional DEIP payments provided to service members serving at their home station is considered income as they are no longer considered deployed. (Reference USDA Policy Memo SP-06-2011.)

**Other Income**—Net rental income; annuities; net royalties; disability benefits; interest; dividend income; cash withdrawn from savings; income from estates, trusts, and/or investments; regular contributions from persons not living in the household; and any other money that may be available to pay for the children’s meals.

**Pensions/Retirements/Social Security**—Pensions, retirement income, social security, supplemental security income (SSI), and veterans’ payments.

**Seasonal/Temporary Workers**—Seasonal workers such as migrants and others whose income fluctuates so that they usually earn more money in some months than in others. In these situations, the household may project its annual rate of income and report this amount as its current income. If the prior year’s income provides an accurate reflection of the household’s current annual rate of income, the prior year may be used as a basis for the projected annual rate of income.

**Welfare**—Public assistance payments/welfare receipts (General Assistance, General Relief, etc.).
Income Exclusions

Income **NOT** to be reported or counted as income in the determination of a household’s eligibility for free or reduced-price benefits includes:

Any cash income or value of benefits a household receives from any federal program that excludes such income **by legislative prohibition**, such as the value of food benefits provided under SNAP.

**Student financial assistance** provided for the costs of attendance at an educational institution, such as grants and scholarships, awarded to meet educational expenses and not available to pay for meals.

The foster parent does not include as part of the household income any monies the foster child receives **NOR** that the foster parent receives from the welfare agency for shelter and care.

**LOANS**, such as bank loans, since these funds are only temporarily available and **MUST** be repaid.

The value of **in-kind compensation** such as housing for clergy or any other noncash benefit.

**Occasional earnings** received on an irregular basis; e.g., nonrecurring, such as payment for occasional baby-sitting or mowing lawns.

Lump sum payments or large cash settlements are not counted as income since they are not received on a regular basis. These funds may be provided as compensation for a loss that **MUST** be replaced, such as payment from an insurance company for fire damage to a house.

Any subsidy that a household receives through the prescription drug discount card program is not considered income. (Reference All State Directors’ Memo 2004-CN-04.)

Earned Income Tax Credit: The federal earned income tax credit may be a refund of taxes withheld, a credit against taxes withheld, or a cash payment in excess of what was withheld. (Reference All State Directors’ Memo 2003-CN-13.)

Payments made under the National Flood Insurance Act of 1968 for flood mitigation activities. (Reference All State Directors’ Memo 2006-CN-04.)