

Confidential Income Statement Instructions 2007/2008 Child Care Centers

Effective July 1, 2007:

1. Use the 2007/2008 CACFP Confidential Income Statement, Letter to Parent/Guardian, and Income Eligibility Guidelines. Discard all unused previous editions of these forms.
2. Use the 2007/2008 Income Eligibility Guidelines to determine the category for claiming meals. Document approval/denial on the back of the Confidential Income Statement.

Reminders:

1. Develop the October 2007 One Month Attendance Report (OMAR) using completed and approved 2007/2008 Confidential Income Statements in conjunction with attendance records.
2. Income Statements are current for 12 months from the household signature date. *Households are not required to report changes during the year.*
3. Archive appropriate Confidential Income Statements from past years. All program records must be kept for three fiscal years, plus the current fiscal year (October to September).

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To determine the correct income eligibility category of a household, sponsors must obtain all of the required information from the child's family.

- A. Households receiving Food Stamps, Temporary Assistance to Needy Families (TANF) or the Food Distribution Program on Indian Reservations (FDPIR) - Confidential Income Statements are complete when they contain all of the following information and the sponsor has determined eligibility, signed and dated the form:
- The name(s) and birth date(s) of child for whom the Income Statement is made
 - A current Food Stamp, TANF, or FDPIR, number for each participant, and
 - Signature of an adult household member and date signed.

Case Numbers: Federal regulations allow only legitimate Food Stamp or TANF case numbers listed on *Confidential Income Statements* to qualify households for free meals. Sponsors must identify legitimate Food Stamp and TANF case numbers listed on applications to determine eligibility. Participants cannot qualify by Employment Related Day Care (ERDC).

A legitimate Food Stamp case number is the social security number of the head of household. Both permanent and temporary social security numbers may be used. *Oregon Trail Card numbers cannot be used.*

- A permanent social security number consists of nine numbers in a three-two-four sequence, such as 000-00-0000
- A temporary social security number has a "T" in place of the first number in the series and may have one other letter replacing a number in the series, such as T00-00-B000

A legitimate TANF case number is six characters long, consisting of two letters followed by four numbers, such as AB1234. Participants cannot qualify by Employment Related Day Care (ERDC).

Unacceptable numbers that cannot be used to determine eligibility include:

- Oregon Trail Card numbers (series of 16 numbers and letters in any combination)
- Oregon Health Plan recipient ID numbers (series of 7 or 8 numbers and/or letters) allowed only for Tier 2 Family Day Care Home Providers
- Any other number listed on the meal application that does not look like a legitimate Food Stamp or TANF case number, as described above

If the sponsor eligibility official finds a case number listed that does not appear legitimate, as described above, contact the household to confirm that the household is currently receiving Food Stamp or TANF benefits and obtain a legitimate Food Stamp or TANF number. Document this contact and verification on the approval section on the back of the form.

Notice of Eligibility: Any CACFP center or sponsor may accept a “notice of eligibility” in lieu of the Confidential Income Statement when the notice is received by the center or sponsor directly from the household. The notice of eligibility must come from the local food stamp, FDPIR or TANF office, or from a School Food Authority. Since the household would be submitting the information voluntarily, there would not be an issue of confidentiality. A copy of the submitted letter should be kept on file.

B. All Other Households need:

- Name(s) and birth date(s) of child for whom the Income Statement is made
- Names of all household members
- Income received in the prior month by each member and the source of the income (gross income before any deductions for taxes, social security, etc).
- Social Security Number of the household member who signs the application or an indication that the household member does not have one (note “none”), and
- Signature of an adult household member and date signed.

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Foster Children:

A Confidential Income Statement must be completed for each foster child. Foster children count as a household of one. A foster parent or caseworker may complete the CIS. Sponsors must consider a foster child’s personal monthly income when categorizing and approving the Confidential Income Statement.

Head Start:

When a participant is enrolled in a Federal Head Start program, qualifying because of income, an income application for the CACFP is not needed. That participant would qualify for free meals based on the Head Start eligibility.

Above-scale category:

A child should be placed on the above-scale category when the household income is above the Income Eligibility Guidelines, the Confidential Income Statements is incomplete, or if the statement is not returned to the center.