



Division of Child Care and Early Childhood Education

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MEMORANDUM

TO: All Child and Adult Care (CACFP) Participants
FROM: Health and Nutrition Program Unit
DATE: June 26, 2017
SUBJECT: *UPDATE*: Free and Reduced Meal Policy Statement

Please review the updated meal policy statement:

This institution assures the Special Nutrition Programs and the Department of Human Services that all children and/or adult participants in attendance will be offered the same meals with no separate charge (over and above the day care fee) or any physical segregation of or other discrimination against any child and/or adult participant on the grounds of race, color, national origin, sex, age, or disability. This policy applies to all institutions included in this Agreement.

(Following applies to CACFP, SFSP Enrolled Sites and SFSP Camps only)

I understand that it is my responsibility to request *household income data* from the parents of all eligible children (including any residential children in day care homes) and/or from eligible adult participants whose meals will be reimbursed by the free or reduced rates. Income information will be collected and updated on a yearly basis to ensure that all children and/or adult participants are reported in the correct eligibility category. The current household income scale prescribed by Federal Regulations will be used to make this determination.

Please keep this memo on file for quick and easy reference. A copy is also available on the resource library under general forms. If you have any questions regarding this memo, please contact your Program Specialist at: 501-682-8869.