CACFP Meal Benefit Income eligibility Form (Adult Care)
Frequently Asked Questions

The CACFP offers meal reimbursements to adult day care centers which provide structured comprehensive services to nonresidential adults who are functionally impaired, or aged 60 and older. By completing the attached Meal Benefit Income Eligibility Form, the centers will be able to receive reimbursement, which is based on the number of enrolled participants that are eligible for free or reduced price meals. Below are frequently asked questions and answers that will provide additional information to you.

1. Do I need to fill out a Meal Benefit Form for each adult in day care? You may complete and submit one CACFP Meal Benefit Income Eligibility Form for the adults enrolled in day care in your household **only** if they are enrolled in the same center. We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information. **Return the completed form to this center.**

2. May I fill out a form if someone in my household is not a U.S. citizen? Yes. You or the adult in your care do not have to be U.S. citizens to qualify for meal benefits offered at the center.

3. Who should I include as members of my household? You must only include your spouse and your dependants who share income and expenses.

4. How do I report income information and changes in employment status? The income you report must be the total gross income listed by source for each household member received last month. If last month's income does not accurately reflect your circumstances, you may provide a projection of your monthly income. If no significant change has occurred, you may use last month's income as a basis to make this projection. If your household's income is equal to or less than the amounts indicated for your household's size on the attached Income Chart, the adult day care will receive a higher level of reimbursement. Once properly approved for free or reduced price benefits, whether through income or proof of benefits as supported by a current SNAP, FDPIR case number or a SSI or Medicaid assistance number, you will remain eligible for those benefits for a period not to exceed 12 months. You should, however, notify us if you or someone in your household becomes unemployed and the loss of income during the period of unemployment causes your household income to be eligible for free or reduced price meals.

5. What if my income is not always the same? List the amount that you normally earn. For example, if you normally earn $1000 each month, but you missed some work last month and only received $900, put down that you earn $1000 per month. If you normally receive overtime, include it, but do not include it if you only work overtime occasionally. If you have lost a job or had your hours or wages reduced, use your current income.

6. We are in the military, do we include our housing allowance as income? If your housing is part of the Military Housing Privatization Initiative and you receive the Family Subsistence Supplemental Allowance, do not include these allowances as income. Also, in regard to deployed service members, only that portion of a deployed service member's income made available by them or on their behalf to the household will be counted as income to the household. Combat Pay, including Deployment Extension Incentive Pay (DEIP) is also excluded and will not be counted as income to the household. All other allowances must be included in your gross income.

In the operation of the CACFP, no person will be discriminated against because of race, color, national origin, sex, age or disability.

If you have other questions or need help, please let us know.