

August 1, 2016

Dear Child and Adult Care Food Program participants in the Adult Care Component
(*independent and sponsoring organizations of Adult Day Care Centers*);

The web links to the updated **Household Size-Income Statement form (HSIS)**, **Household Letter**, and the **Household Size-Income Scale** are posted on the [Guidance Memorandum website for the Adult Care Component](#). Hyperlinks to each of these documents are also listed below.

→ This email serves as DPI's only notification of these updated documents. Hard copies will not be sent via regular mail. You must download and print these documents.

Please download the updated documents by clicking on the hyperlinks, 1-4 listed below, and start using them immediately. This includes *Guidance Memorandum 1A - CACFP Requirements for Household Size-Income Statements and Determining Eligibility (Rev. 7/16)*.

The updated income eligibility guidelines took effect **July 1st, 2016**.

1) **Household Size-Income Statement**

- ❖ [PDF Version of Household Size-Income Statement for Adult Care Centers \(Revision 7/16\)](#)
- ❖ [Word Version of Household Size-Income Statement for Adult Care Centers \(Revision 7/16\)](#)

2) **Household Letter**

- ❖ [PDF Version of Household Letter \(Rev. 7/16\)](#)
- ❖ [Word Version of Household Letter \(Rev. 7/16\)](#)

3) **Household Size-Income Scale**

- ❖ [Household Size-Income Scale \(July 1, 2016 to June 30, 2017\)](#)

4) [Guidance Memorandum 1A - CACFP Requirements for Household Size-Income Statements and Determining Eligibility \(Rev. 7/16\)](#)

This guidance memorandum details the requirements and instructions on how the HSIS and Household Letter must be distributed to all eligible adults, what information must be provided on the HSIS in order for them to be complete for your approval, and how your agency must determine and approve them.

The revised sections are highlighted in yellow and consist of mostly additional information and clarifications by:

- Adding a “purpose” and “overview” section;
- Adding reference to the [USDA's Eligibility Manual for School Meals](#) as a main resource;
- Clarifying and emphasizing the importance that all information reported on the HSIS be accurate and true and that agencies are obligated to verify questionable information reported on the HSIS if there is concern about its authenticity or correctness; and
- Adding a section on requirements relating to electronic submission and storage of HSIS, including:
 - Conditions for accepting HSIS via email or fax
 - Conditions for using computer or web-based systems to collect HSIS information
 - Conditions for storing HSIS and any other CACFP records electronically, with advised policies and procedures and a new resource [Electronic Storage of CACFP Records and Data - Policies and Procedures](#)

⊕ DPI’s Helpful Hand-outs and Guides posted under Guidance Memorandum 1A:

The following hand-out supplements the guidance memorandum:

❖ [How to Use the Household Member Signature Date](#)

This provides the requirements and instructions for using the household member signature date as the *Effective Month of Determination*, including examples.

Please note → your agency may only use this method if selected within its CACFP contract.

⊕ [Webcast Trainings](#)

The following 2 webcasts coincide with the instructions and requirements detailed in Guidance Memorandum 1A by illustrating the information and providing examples. They are intended to be viewed by new and current staff who are responsible for determining HSIS as well as completing the Household Size-Income Record on a monthly basis.

❖ [Household Size-Income Statements \(16 minutes\)](#)

❖ [Household Size-Income Record \(16 minutes\)](#)

Critical Points:

- From this point forward (*until July 2017*), give all eligible adults copies of the July 2016 revision of the *Household Letter* and *HSIS*. Discard all outdated versions (those dated 7/15 or earlier) and replace them with the July 2016 revision, including any loose copies as well as those that are collated within in your center's enrollment documents.
- Immediately inform all pertinent staff of the applicable updates within *Guidance Memorandum 1A*, to distribute the 7/16 revision of the *Household Letter* and *HSIS* to new enrollees, and to use the 7/16 revision of the *Household Size-Income Scale* for making eligibility determinations.
- The 7/16 *HSIS* form does not have to be completed for eligible adults who already have current and valid *HSIS* on file until they expire.

If you have any questions, please contact your assigned consultant.

Go to [Community Nutrition Consultants](#) for your assigned consultant's contact information.

Thank you,

Community Nutrition Team
Wisconsin Department of Public Instruction