

## **Key Points – Household Size-Income Statements (HSIS)**

- ✓ Valid for one year from month of determination
- ✓ HSISs are valid retroactive to the first day of the month based on the method of determination selected by the center
- ✓ An adult must sign and date the HSIS
- ✓ The center's determining official must authorize (determine) the HSIS by making a determination, signing and dating the HSIS
- ✓ Once determined, an Effective Date of Determination must also be recorded on the HSIS by the center **(New July 2014)**
- ✓ The Household Size-Income Scale is revised every July 1
  - Redoing your HSISs in July may increase your reimbursement
- ✓ Put the full first and last names on the HSIS in order to eliminate confusion between children
  - Nicknames, abbreviations, initials, etc., are not acceptable
- ✓ Collect new HSISs every year from all families and when new families enroll
  - Collect new HSISs from all families in September or October
- ✓ Income must be listed separately, by source, for all members of the household with income
- ✓ The total income must be calculated correctly and recorded in the total box
  - Ensure that the total income is also listed by frequency, i.e. weekly, monthly, annual income, etc.
- ✓ Multiple Pay Frequencies – must convert all income sources to yearly income
- ✓ Need Category Review
  - Free
    - Receiving assistance from qualifying program
      - FoodShare (i.e. Food Stamps)
      - W-2 Cash Benefits
      - FDPIR
    - Income at or below USDA guidelines for FREE
    - Foster Child
  - Reduced
    - Income within USDA guidelines for REDUCED
  - Non-Needy
    - Income above USDA guidelines for reduced
    - “NA” or “Does Not Qualify” written on form
    - Household refuses to complete/does not return
    - Form is incomplete due to missing data

### **Key Points – Household Size-Income Record (HSIR)**

- ✓ Never remove or “white out” a child’s name
  - HSIR validates each center’s enrollment mix as submitted on every monthly CACFP claim
- ✓ Start a new Household Size Income Record each October
- ✓ Maintain the HSIR per each center’s enrollment policy
- ✓ For sponsors (agencies with more than 1 site on the CACFP) a separate HSIR must be maintained for each center
  - Children enrolled at multiple centers must be listed on all applicable HSIRs, within the context of each center’s enrollment policy
  - Head Start sites that enroll solely Head Start participants are not required to maintain the HSIR
    - In lieu of the HSIR, documentation of individual children’s attendance on a daily basis must be maintained by the Head Start site.
- ✓ If a child leaves the center indicate this on the HSIR starting the first month after they last attended the center
  - Include the date of termination from the center
- ✓ If using the Excel version of the HSIR print off a copy each month, or have a secured backup copy-**backup monthly**
  - Follow the Excel instructions **exactly** for inserting new rows

### **Key Points – CACFP Enrollment Forms**

- ✓ Required for all child care centers and Head Start sites
- ✓ Use PI-6077-A or PI-6077
  - Must be annually updated and signed/dated by each household
- ✓ In lieu of the DPI form(s), an agency may incorporate the required data into their center contract
  - Required Information
    - Normal days and hours in care and meals received while in care
    - Must be annually updated and signed/dated by each household
- ✓ Alternative to PI-6077-A/PI-6077 or agency contract
  - Daily sign in and out sheets initialed or signed **by parents/guardians**
    - Automated systems which have the families enter a pin number, swipe a card, or use a unique identifier etc. (e.g. fingerprint) are acceptable
  - DCF or center enrollment form (i.e. center contract) must be annually updated and signed