

Child Care Food Program
Free and Reduced Price Meals Applications and Enrollment Rosters Training Module
Script

Slide 1, Title Slide:

Welcome to the Free and Reduced Price Meal Applications and Enrollment Rosters training module for the Child Care Food Program. This presentation will teach you about the forms you need to collect or create before you attend your PCT Part 2 training. You also have a handbook called Free and Reduced Applications and Enrollment Roster Guidance to refer to during this collection process.

Slide 2, Child Participation Form:

Here is some guidance about how to navigate the training module. During this presentation, the slides will advance on their own. If you need to repeat a slide, click the back button on the bottom tool bar or click the slide number in the right hand tool bar. If the outline tab is not open (so that you can see the slide numbers), click on the word outline. If you would like to see the text of the audio click on the notes tab.

You may also pause the recording by clicking the pause/play button in the lower left corner of the bottom tool bar and to adjust the volume click on the speaker icon.

At any time during the module, you can close the presentation by clicking the “x” of your browser in the upper right corner of your browser window. When you are ready to resume, open the presentation using the link on the CCFP website and click the forward bar until you come to the point that you left off or simply select the slide number on the right hand tool bar to start at the beginning of a particular slide.

Slide 3, Infant Feeding Form:

This is the Child Participation Form. It must be collected annually for every child in your center. It gathers information about when the child is generally in care and what meals they typically eat. There are 3 options for the parent or guardian to choose from. The first section should be completed if the child’s hours of care are the same every day. The second section is for when the child has a regular schedule but it isn’t the same every day of the week. The third option is used when a child has no regularly scheduled hours of care. The parent can simply check the box here. Lastly, regardless of which option is used, the adult needs to sign and date the bottom of the form.

Slide 4, Reimbursement Rates:

This form is only required for infants (birth -11 months). If you do not have infants at your center you can skip this slide. If you do have infants enrolled in your center, you will write your center name at the top and select 1 milk based formula and 1 soy based formula from the approved formula list available on our website. You will find the formula list under the Nutrition and Menu Planning link on the left side of the main page, then click on the heading Feeding Infants in the Child Care Food Program located at the top of the page. The approved formula list is the 5th bullet under Infant Meal Pattern Requirements and Guidance. The two formulas you select are those that you will be required to supply to the infants in your care. If the parent or guardian does not want you to give one of those formulas to their infant, they will write in the brand of formula that they will supply. If they prefer to provide breastmilk, they will check that box. In addition to that, the parent or guardian will need to write their infant’s name, DOB, and then sign and date the form. You will keep this form on file for each infant.

Slide 5, Free and Reduced Application:

These are the reimbursement rates for this fiscal year. Based on the information collected on the free and reduced price meal applications (gone over on the next slide) a child will be placed into 1 of 3 eligibility categories. These amounts shown are how much the program will pay you per meal for

feeding the children. The way this works is that all children start in the non-needy category (which is the lowest rate category) until you receive documentation on the free and reduced price meal applications that may transfer them into another category.

So, even if a child's family makes over the minimum to qualify for the free or reduced rate, or doesn't turn in their free and reduced application, they will stay in the Non-needy category and therefore you will still receive some money for their meals. The column on the far right shows the cash-in-lieu rate. Participants on the child care food program have the option of whether to receive a little extra cash per meal or donated government foods. All contractors get to vote on which they prefer each year and the majority answer is what we go with for that year. Cash instead of donated foods is typically the majority answer so an extra amount of money is added to the reimbursement rate of lunches and suppers. This year its 23 and $\frac{3}{4}$ cents added to the lunch and supper reimbursement amount.

Slide 6, Free and Reduced Application:

This is the Free and Reduced price meal application. This form is used to determine a child's household eligibility for the CCFP. You will try to collect this information for every child. Let's go over each section. Part 1 is for the child's information as well as the name and address of your child care center. Do yourself a favor and stamp or write your address in before making copies for collection. For households with siblings - you can have the parent or guardian leave this section blank so you can make additional copies for any other siblings enrolled in your center.

Slide 7, Free and Reduced Application:

Part 2 is for the food assistance program or TANF number. This will be a 10 digit number and will generally start with a 1. Knowing this will help you provide guidance to people filling this section out, as they sometimes get confused and write their social security number or their electronic benefits card number. If the family does not receive this assistance they should leave it blank. If it does pertain to the family then they will fill it out and can skip the next section, part 3. If they do not read the directions that tell them to skip part 3 and they fill that out anyway, that's ok. You would just base your approval on part 2. If part 2 is filled out correctly, then this child will be in the free category.

Slide 8, Free and Reduced Application:

Part 3 collects the gross income information for the household (which means their income before taxes). There is a section for every type of income and if an adult or child in the home does not make any money then the box on the right should be checked for each of those people. If there is no income listed and the no income box is not checked you can assume the person has no income. The slant marks on the lines under the types of income are for the frequency that the person gets paid. Make sure this information is filled in (if applicable) because we can't assume how often a person gets paid. For example, if someone puts an hourly amount you can't assume how many hours they work in a week or month so you would need to get that clarified. For foster children there are 3 ways to collect documentation. You can collect a free and reduced price meal application for that foster child placing them in a household by themselves, OR collect an application with the foster child and the rest of their foster home together on one application, OR the guardian can provide documentation from a foster agency or court in place of the free and reduced price meal application. Regardless of which type of documentation you receive for a foster child they will always be in the free category.

Slide 9, Free and Reduced Application:

In Part 4, what we primarily look for in this section is 1.) a signature, 2.) the signature date, and 3.) if they are qualifying with part 3 [the income section] then we also need the last 4 digits of their social. If the parent or guardian does not write in a signature date, that's fine - it isn't required for the application to be valid. None of the other information in this section is required to be filled in and actually Part 5 is also optional.

Next let's look at the application approval section which is located at the very bottom of the form.

Slide 10, Free and Reduced Application:

First you will check the box for what type of application it is (food assistance, foster, etc.) If the family is qualifying using part 3 you will count up the number of people in the home and write it next to household size. Then IF ALL THE INCOME FREQUENCIES ARE THE SAME you will add up the incomes and write that on the line for total household income. Remember to circle the frequency that they get paid. If the frequencies are NOT the same then you must use the income conversion calculations listed on the application to convert all income to an annual amount. Then once converted and added together you will write that amount on the line for total household income. The next slide details converting income.

Slide 11, Income Conversion:

Remember, you only need to convert the listed income if the frequency varies. So, for example, if Dad gets paid weekly and Mom gets paid biweekly then both incomes must be converted to an annual amount and then added together. But if everyone in the household gets paid in the same frequency, say bi-weekly for instance, then no conversion is necessary. Pause this slide to read additional tips on the bottom of the screen and when you are ready to continue press the play/pause button again. The next slide addresses what to do once you have added up the income frequencies and how to determine what category a child is placed into.

Slide 12, Eligibility Guidelines:

These are the eligibility guidelines used when the household is qualifying using the income listed in part 3. If all of the frequencies given are the same, or if not and you've converted them, you will then use the amount of income and the frequency to determine what category the child falls into. The top is the free meal scale and the bottom is the reduced priced one.

To use this chart always start with the free meal scale before looking at the reduced priced one. Find the household size to the left and look under the frequency given by the household adult on the application. The listed household size can make up to and including the amounts listed for each of the frequencies. For example, a household size of 4 can make up to and including \$31,525 a year and be considered free; or if they give you a weekly frequency they can make up to and including \$607 a week and be considered free. If they make more than what is listed in the free meal scale then we need to look down at the reduced price meal scale. That same household size of 4 can make up to and including \$44,863 a year and be considered reduced. If they make more than that the household is considered non-needy.

Slide 13, Free and Reduced Application:

So we've already gone over what you do to approve an application that is qualifying based on part 3. However, when qualifying based on part 2 or for a foster child you will not need to use the guidelines previously discussed. All Food Assistance/ TANF and foster child applications are considered free.

Lastly, after determining what category the child is placed into - you will need to sign and date the application.

There are two options for determining the effective date of a household's eligibility category. You must select one option and use it to approve all applications for that fiscal year. Option A uses your signature date as the effective date. Using this option, until you approve these applications they are considered non-needy, once approved they are good for one year from the date you sign them.

Option B is dependent on several factors. When using this option, typically an application will be effective from the date it is complete and correct. A complete application is one that contains the

information required to make an eligibility determination and is signed by an adult household member. Let's go over a few examples of using Option B on the following slide.

Slide 14, Option B:

All four of the examples given on this slide and the next are using Option B to determine the date of eligibility. Let's look at the first one. In example 1, the household submits a complete and correct application signed and dated on April 28th but you don't approve it until May 15th. Since it was complete and correct in April that would be the effective month.

In example 2, the household submits a complete and correct application but doesn't date it. Therefore the effective date is based on the date you approve it or if you date stamped the application when it was received you can use that date.

Slide 15, Option B:

In example 3, the household submits an incomplete application signed and dated on April 28th. You get the information needed from the household to make the application correct on April 30th so the application is effective in April.

In example 4, the household again submits an incomplete application signed and dated on April 28th. But this time you get the information needed from the household to make the application correct on May 2nd. Therefore the household is placed in the non-needy category in April but since the application was complete May 2nd, May is when it becomes effective (possibly in a new category).

The month the application is effective is important because this information will be used when filing your claims each month.

Slide 16, Parent Letter:

A Parent Letter explaining the purpose of the free and reduced application must be given to each parent. This is page 1 of the parent letter. Both pages of the parent letter must be attached to the free and reduced price meal applications when given to the parents or guardians. You do not need to collect this parent letter back; it is for their information only. You can fill in the date on page 1 at the top and...

Slide 17, Parent Letter:

...fill out the bottom of page 2, then make copies for use in your center.

Slides 18-21 Quiz

Slide 22, First F/R Example:

Let's look at some examples of submitted Free and Reduced Applications. On an application the first thing we look for is that the child's name and date of birth are listed at the top. Part 2 has a 10 digit number that begins with a 1 for Food Assistance. In part 4 we have a signature, which is required, a social is not required for this type of application. At the bottom, we check the Food Assistance Program/TANF household box. We know that an application with a complete Food Assistance or TANF number is always considered free, so we check that box too. And then we, as the determining official, sign and date the application.

This was an easy example, let's look at some more challenging ones.

Slide 23, Second F/R Example:

On this application, Part 1 was filled in and Part 2 was left blank so we must use part 3 to assess their eligibility. You'll notice in part 3 that the child whose name is listed on the top of this application is

marked as being a foster child. In part 4 we have a signature, which is required and we were also given a social security number but because this is a foster child's application the social is not needed. At the bottom, the way we approve this is by checking the foster child box. We know that a foster child is always considered free, so we check that box too. And then we sign and date the application.

Slide 24, Third F/R Example:

On this application, part 1 has the previous child's name lined through and another child's name is listed at the top. They are located in the same home, so that is ok.

Part 2 is skipped so we must use part 3. This time the child who's application this is... is not a foster child. So we must approve this application based on the information provided in part 3. In part 4, we have the signature that is required and now that social is also required. If the signature here is not the original signature (because a copy was made of the original application) you will need to write somewhere on the application where that original signature can be found (for example: "Original signature can be found on Thomas Walker's application").

In this case at the bottom we would approve this application by adding up the household members and putting a household size of 4 and a total household income of \$1400 biweekly. When we look at the eligibility guidelines we see that this child is reduced. Once again we need to sign and date this form.

Slide 25, Fourth F/R Example:

On this application, part 1 is complete so then we look down at part 2.

There is something written in part 2 but unfortunately, the number isn't the right length. In this case we wouldn't want to assume anything, so we would talk to Ms. Archer to see if she has a correct TANF number. For the purpose of this example, we will pretend that we contacted Ms. Archer and she said she was confused and doesn't actually have a TANF number. So that means we must use part 3 to approve the application.

In part 3 you'll notice, that the child listed at the top of the application is not listed as being in the household. This is a somewhat common oversight that occurs. We will need to verify with Ms. Archer that the child does actually live in the home and whether or not she has any income. Any changes that we make to an application on behalf of the parent or guardian need to have our initials and date next to them.

In part 4, we have the required signature...and because we are approving this application based on part 3 we must have the last four of the social as well...and we do!

At the bottom, we add up the number of household members: 4, and we add up the frequencies of payment because they are the SAME: \$3,100 (monthly). When we look at the income eligibility guidelines we see that this child is in the reduced category. Had we not noticed that Brooke was missing from the list of family members in part 3 we would have approved this application in the wrong category because a family of 3 making \$3,100 monthly is non-needy! Lastly, we sign and date the application.

Slide 26, Fifth F/R Example:

This is our last free and reduced meal application example. For this child's application, they again left part 2 blank so we must use part 3. In part 4, we have the required signature... and social. To approve this application, we add up the household members and get 5. But when we add up the total household income we notice that the income frequencies are DIFFERENT. In this case we must convert the frequency using the conversion calculations listed, because you must convert if you are given different income frequencies.

Remember, had the frequencies all been the same, you could just add up the amounts. However in this case, we multiply \$200 twice a month by 24 which equals \$4,800 and for \$100 weekly we multiply it by 52 which equals \$5,200. When added together we now have a total household income of... \$10,000 annually. Once we look at the eligibility guidelines we see (and could have probably guessed) that this family of 5 that makes \$10,000/ year is considered free. Lastly, we sign and date the application.

Slide 27, Collection:

At this point you may be asking yourself how to get parents to fill out these forms. The best way to collect the free and reduced priced meal applications is to send a letter home to the children's families letting them know that on a certain date you will be collecting some financial information, include some suggestions on what they should bring with them (Food assistance number, social security number, gross income for all household members, etc.). Then on the day you designate, have an informed person stationed at a table with copies of all of the required forms (child participation forms, free and reduced price meal applications, parent letters, and infant feeding forms).

At the end of the day when the parents come to pick up their children, ask them to fill out the requested information. You must keep the information on their free and reduced price meal applications confidential so make sure you have a way to do that. Either seal them in envelopes, have a box with a slit on top to collect them, or put them in a locked drawer or cabinet. If you use this collection method you will hopefully collect the majority, if not all, of the children's forms that day.

For the students that enroll in your center after this mass collection, they will receive these forms in their enrollment packet that you provide, so make sure to update those packets.

On the screen are some other tips to consider when trying to collect the applications. Pause the module now to read through them and then press the play/pause button again to continue.

Slide 28, Enrollment Roster:

This is the last section in this review module.... Guidance on the enrollment roster. The purpose of the roster is to compile the monthly free, reduced, and non-needy numbers of children enrolled in your center. These are the numbers you will report online every month into your claim. Every enrolled child must go onto the roster, even if they do not eat in the center. We are looking to find out the make-up of your center, or how many free children, reduced children, and non-needy children make up your center's enrollment per month.

This slide shows an example of a master roster. Let's look at each column. The first column is for the names of the children. The names must be in alphabetical order, this ensures that we are able to easily find a child when cross referencing forms.

The next column is for the age of the child, this is the actual age of the child when this form is being filled out. You'll notice that on this sample, every childhood age is represented... infants, toddlers, and school age – this illustrates that every child, regardless of age, should be on this form if they are enrolled in your center.

The next column is the first date of attendance on the CCFP, which, if they start after 10/1/15 will be their first date of attendance at your center. For now, you will leave this column blank until you receive your start date from us. At which point you will fill in that start date for all children still enrolled.

The last date of attendance is the last physical day the child is in your center. This is important because a child will count for the month if they were there at least one day in that month.

And lastly the next 3 columns' information comes from the free and reduced price meal applications. So it's important to not only approve the applications correctly, but to also put the X in the right column on this form.

Slide 29, Enrollment Roster:

At the bottom of the form there is a section for each month in the fiscal year and the numbers that go here are how many children by each category were present at least 1 day in that month. You do not need to fill out this section now but once you are on the program you will, so let's review.

Look at the highlighted example at the bottom for Jan 2016. We have 3 Free children for this month (Hector Batista, Maria Cruz, and Thomas Walker all have X's in the Free column). For the reduced category we have 2 children (Gavin Culpepper and Mark Smith). Brooke Archer wouldn't count in our January numbers because her last date of attendance was Nov. 30th. Lastly we have 0 Non-needy children for this month. We wouldn't count Kandi Apple in these counts because she left in December.

The tricky part of counting up the number of free, reduced, and non-needy "x's" is when a child leaves the center, you aren't supposed to count their X if they were not there at least one day in that month. So one best practice, that would have made this exercise easier, would be to highlight through a child's name and their information once you have counted them in their last month of attendance. By doing this you would know not to count any highlighted "X's", making it very easy to see how many children in each category should be counted.

This form needs to be updated every time you enroll a new child and is used every month when you report your claim numbers to us online. Also, a new enrollment roster is created every fiscal year.

Slide 30, "A" Enrollment Roster:

As mentioned on the last slide the enrollment roster needs to have the children listed alphabetically. However, every time a new child enrolls it could quickly put things out of order. A better way to keep this form organized is to have an enrollment roster for each letter of the alphabet. The example above shows a roster page for children with last names that begin with A. If using this method you won't need to keep the children in exact alphabetical order, but it will still be easy to locate a child's name when cross referencing various forms because all the A names are together.

A best practice is to create a 3-ring binder with A-Z tabs in it. For instance, behind the A tab would be the A enrollment roster and all of the child participation forms and free and reduced price meal applications in the order of which they appear on the roster page. All year long you will keep adding to the book every time a new child enrolls, then next fiscal year you can file that binder away and make a new one. You will never remove a child's forms from the binder even if they leave your center because those forms are your documentation for past months claims.

Slides 31 and 32 Quiz

Slide 33, Contact Us:

Thank you for your attention to this module. As instructed, you will need to collect the forms mentioned in this module prior to attending your Part 2 training with your Program Specialist. If you have any questions about the topics in this training module please call the Training Section at 850-245-4323.