

Child Care Food Program
Free and Reduced Price Meals Application and Enrollment Roster Training Module
Script

Slide 1, Title Slide:

Welcome to the Free and Reduced Price Meal Application and Enrollment Roster 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 Application and Enrollment Roster Guidance to refer to during this collection process. All of the forms gone over in this module are also found in your handbook.

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. If you would like to see the text of the audio click on the notes tab in the top right. If this right hand tool bar isn't open for you to select the notes tab, click on the window icon in the lower right.

You may also pause the recording by clicking the play/pause 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 button until you come to the point that you left off.

Slide 3, Child Participation 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 typically in care and what meals they typically eat. There are 3 different options for the parent or guardian to choose from in order to complete the form. The first option is the first section, it 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 indicating that. Lastly, regardless of which option is used, the adult needs to sign and date the bottom of the form.

Slide 4, Infant Feeding Form:

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's name at the top and select 1 milk based formula and 1 soy based formula from the approved formula list available on our website and enter them in the section at the top.

You will find the formula list under the Nutrition and Menu Planning link on the left side of our webpage, 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, Reimbursement Rates:

These are the reimbursement rates for this fiscal year. Based on the information collected on the free and reduced price meal applications (which is gone over on the next slide) a child will be placed into 1 of 3 eligibility categories: free, reduced-price or non-needy. These amounts shown are how much the program will pay you per meal/snack 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 the free and reduced price meal application from the parent. Depending on the information on the application, the child's eligibility category may change to reduced or free.

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 reimbursement 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 receiving a little extra cash per lunch/supper or donated government foods. All contractors get to vote on which they prefer each year and the majority answer is what the state goes with for that year. Cash instead of donated foods is typically the majority answer so in that case an extra amount of money is added to the reimbursement rate of lunches and suppers.

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. Your goal is to collect this information for every child from their parent or guardian. Let's go over each section.

The top of the form is for the child's name 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. Also, be sure to include a phone number that a parent or guardian can call for assistance in completing this form.

Please note: For households with siblings enrolled for care – you can instruct the parent or guardian to leave this section blank so you can make additional copies for the siblings enrolled in your center and then fill in the names of the children. If they forget to leave the top blank you can still make a copy and cross through the name at the top of the duplicate form replacing it with the name of the sibling.

Slide 7, Free and Reduced Application:

Step 1 is used to collect information for each child. It is important to note that all children in the household (birth-18) are recorded in this section, even if they aren't related to each other. The child listed at the top of the form must also be included in this list. Each of the columns must be filled out as it helps determine eligibility for each child (for example, foster children are always in the free category).

If there are more than 3 children in the household, they should attach an additional form to this one with Step 1 filled out for the additional child(ren). An adult household member must sign each submitted F/R applications.

Slide 8, Free and Reduced Application:

Step 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, Step 3. If they do not read the directions that tell them to skip Step 3 and they fill that out anyway, that's ok. You would just base your approval on Step 2. If Step 2 is filled out correctly, then this child will be in the free category.

Slide 9, Free and Reduced Application:

Step 3 collects the gross income information for the household (which means their income before taxes).

Part A collects the income for any children listed in Step 1 as one lump sum. If they put an amount in the space provided then they also need to check the frequency it is received. It's possible that there could be multiple frequencies that the children receive income, if so – it will need to be converted. This is gone over on slide 12.

Part B is used to list all of the adult household members and their income. There is a column for every type of income. If an adult in the home does not receive any money, then they should write "0" or "none" under each column. Or if they leave any of the income fields blank, then they are certifying that there is no income to report.

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 by the adult household member.

One of the last items asked for in this section is for the total number of household members, so they'd add up the children listed in Step 1 with the adults listed in Step 3. Lastly, the adult household member would write the last four digits of their social security number.

Slide 10, Free and Reduced Application:

In Step 4, what we primarily look for in this section is 1.) a signature and 2.) the signature date. 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. And actually, none of the other information in this section is required to be filled in either. So to recap, the only required thing in this section is the signature – it must be signed!

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

Slide 11, Free and Reduced Application:

When you are given a completed application, you will check the box for what type of application it is (food assistance, foster, etc.) in the approval section. If the family is qualifying using income in Step 3 you will count up the number of people in the home and write it next to household size (compare this number to the one in Step 3 for total household members). 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 mark 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 and circle "annually" for the frequency. The next slide details converting income into an annual amount.

Slide 12, 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 biweekly 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 13, Eligibility Guidelines:

These are the eligibility guidelines used when the household is qualifying using the income listed in Step 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 \$31,590 a year and be considered free; or if, for instance, they give you a weekly frequency they can make up to and including \$608 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 \$44,955 a year and be considered reduced. If they make more than that the household is considered non-needy.

Slide 14, Free and Reduced Application:

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

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

So, when and how long are these applications effective? 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 (the approving official's) signature date as the effective date. Using this option, until you approve these applications they are considered non-needy, but 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 slides.

Slide 15, Option B:

All 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 16, 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 submits an incomplete application signed and dated on April 28th. But 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 different category).

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

Slide 17, Parent Letter:

A Parent Letter explaining the purpose of the free and reduced application must be given to parents of new students. 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. Prior to making copies to give to the parents, you can fill in the date on page 1 at the top and...

Slide 18, Parent Letter:

...fill out the bottom of page 2.

Slides 19-22 Quiz

Slide 23, 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 is listed at the top. Then we also look to see that the child's name and date of birth are listed Step 1 with all of the questions answered. Looking at Step 2, we notice that there is a 10 digit number that begins with a 1 next to Food Assistance. So we can skip down to Step 4 and there is the required signature. At the bottom, we check the Food Assistance Program/TANF household box. Since we know that an application with a complete Food Assistance or TANF number is always considered free, 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 24, Second F/R Example:

On this application, the child's name is listed at the top but when we look at Step 1 it is left off. This is a fairly common oversight because the parent may think they don't need to write it again – but they do. We will need to verify with Ms. Archer that Brooke does actually live in the home and whether or not she has any income, as well as the answers to the rest of the questions in Step 1. 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. So, let's pretend we spoke to Ms. Archer and she gave us the information we needed to move forward.

Step 2 is blank so we have to use Step 3 to evaluate the application. In this section it correctly states there are 4 people in the home and all of the income is received in the same frequency, so we don't have to convert. And the last 4 numbers of the social security number are provided, which is required for this type of application. In Step 4, we look for the signature. Lastly, at the bottom we write in the household size and income. Then, look on the eligibility guidelines and see that for a household size of 4 making \$3,150 monthly that this child would be considered reduced. Then we sign and date the form.

Slide 25, Third F/R Example:

On this application, the child's name is listed at the top and Step 1 is completely filled out. Step 2 is left blank so we must use Step 3 to evaluate the application. In Step 3 we see that it correctly states there are 5 people in the household and that everyone gets paid bi-weekly. But, the last 4 of the social are missing! So even though there is a signature in Step 4 this child would be placed in the non-needy category. But we shouldn't just let that go... we should call Mr. Batista so he can give us the last 4 digits of his social security number, which will then complete this application.

Now at the bottom we would mark that this as a household size of 5 that makes \$1,500 biweekly. Looking at the eligibility guidelines we should place this child into the reduced price category and then we sign and date the application.

Slide 26, Fourth F/R Example:

On this example, the top of the form has another child's name lined through and Thomas is listed next to it. They are located in the same home, according to Step 1, so that's ok. You'll also notice in Step 1 that Thomas is marked as being a foster child. So we don't need to look at Step 2 or 3. Next, we see that the signature in Step 4 is a copy but that's OK because it is noted at the top of the application where the original signature can be found.

At the bottom of the application, the way we approve this is by checking the foster child box. We know that a foster child is always placed in the free category, so we check that box too. And then we sign and date the application.

Slide 27, Fifth F/R Example:

For this child's application, they have the child's name listed at the top and in Step 1 which is good. Once again Step 2 is left blank so we must use Step 3 to evaluate the application. In Step 4, we have the required signature and in Step 3 they wrote that they do not have a social security number so that is acceptable. To approve this application, we add up the household members and get 5. But when we start to add up the total household income we notice that the income frequencies are DIFFERENT. So, in this case we must convert the frequencies using the conversion calculations listed.

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 28, Sixth F/R Example:

This is our last free and reduced meal application example. The child's name is listed at the top and in Step 1. Gavin is in the household of the foster child whose application we looked at earlier. Step 2 is

skipped, so we must approve this application based on the income provided in Step 3. In Step 4, we have the signature that is required and in Step 3 we also have the required last four digits of the social.

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 \$1500 biweekly. When we look at the eligibility guidelines we see that this child is in the reduced category. Once again we need to sign and date this form.

Slide 29, Foster Child Eligibility:

There are three options for households with foster children to certify that the child is eligible for free meals and snacks. 1.) The household can choose to use documentation from the foster care agency or court instead of filling out a free and reduced price meal application, or 2.) The household can include the foster child on a free and reduced price meal application with the whole household, or 3.) The household can put the foster child on their own free and reduced price meal application by themselves and then not include them on their household application.

Slide 30, Foster Child Eligibility:

So, if this household had not included the foster child in their application, Gavin's application would be non-needy instead of reduced, because he would be in a household of 3 instead of 4 and according to the eligibility guidelines, they would make too much money to be in the reduced category. So in this case, it benefits the center by having the foster child as their fourth family member, instead of having a separate application for the foster child.

Slide 31, 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 day or days 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(s) you designated, have someone from your staff that understands these forms stationed at a table with copies of all of the required forms (child participation forms, parent letters and free and reduced price meal applications, and infant feeding forms). At the beginning of the day during drop-off or at the end of the day when the parents come to pick up their children, ask them to fill out the requested information. By using this collection method you will hopefully collect the majority, if not all, of the children's forms on those days.

You must keep the information on the meal applications confidential so make sure you have a way to do that. Either seal them in envelopes, have a box with a slot on top to collect them, or put them in a locked drawer or cabinet.

Be sure to immediately include these forms in your enrollment packets for new students coming to your center (after the mass collection) so you will easily collect them all year long.

Remember that if you do not receive an application for a child, they will remain in the non-needy category so you will still receive some reimbursement for every child.

On the screen you will see some other tips to consider when collecting the applications. Pause the module now to read through them and then press the play/pause button again to continue.

Slide 32, Enrollment Roster:

This is the last section in this training module... Guidance on the enrollment roster. The purpose of the enrollment 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 on the roster, even if they do not eat in the center - this includes afterschoolers and VPK children. We are looking to find out the specific eligibility categories of the children in your center, or in other words, 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 by last name, this ensures that we are able to easily find a child when cross referencing forms during a review of your records.

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, preschoolers, 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, once you are on our program, is 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 that point you will fill in that date for all children still enrolled in the center.

The last date of attendance is the last physical day the child is in your center prior to being un-enrolled. This is important because a child will count in every month's totals as long as they are there at least one day in that month.

And lastly the next 3 columns' information comes from the free and reduced price meal applications you collected from the parents. It is critical that these columns be filled out correctly based on correctly approved applications because these X's will be counted up and the numbers will go on your claim form each month.

We've just reviewed the paper version of this form, which is in your handbook, but there is also an excel version that is available on our website as well if you prefer to use that.

Slide 33, 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 2017. We have 2 free children for this month (Maria Cruz and Thomas Brooks both have X's in the free column). Kandi Apple won't count in our January numbers because her last date of attendance was Dec. 20th. For the reduced category we have 2 children as well (Hector Batista and Gavin Culpepper). 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.

The tricky part of counting up the number of free, reduced, and non-needy "x's" is when a child leaves the center, you cannot count their X if they were not there at least one day in that month. So a 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 in October.

Slide 34, “A” Enrollment Roster:

As mentioned on a previous slide the enrollment roster needs to have the children listed alphabetically. However, every time a new child enrolls, that could very quickly put things out of order. If using the paper version of the enrollment roster, a better way to keep this form organized is to have an enrollment roster for each letter of the alphabet. The example on your screen 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 easier 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 and keep all these forms in the binder. So 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 the respective children appear on the roster page. All year long you will keep adding to the book every time a new child enrolls, then at the end of the fiscal year you can file that binder away and make a new one.

Please note: 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 35 and 36 Quiz

Slide 37, Contact Us:

Thank you for your attention to this module. As instructed, in your Part 1 training, 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.