Thank You

for choosing

Child Development Associates Nutrition Program

Your Provider Handbook is the best place to start when you have a question regarding the Food Program. If you are unable to find the answer you are looking for in the handbook, please do not hesitate to call the office. We are here to help you! Make sure to have your Provider Handbook available to reference when you call, and write down the answer to your question in the appropriate section of your handbook.

Your Field Services Representative will be visiting you a minimum of 3 times per year. Please take a moment to write down her name:

_____

Your Field Service Representative will do her best to help you be successful on the Food Program. Once you have received your initial provider training, it is up to you to keep yourself within program regulations. Let your Field Representative know if you need guidance on any aspect of the program when she comes to visit.

I received my initial Program Training on: _____.

To stay up to date on the most current policies and regulations, visit our website at **www.cdanutrition.org**, click on Resources, and read the monthly Nutrition Updates. Nutrition Program Updates contain information that may affect your reimbursement as regulations or policies are updated.

Email us at **cif@cdasandiego.com** with adjustments to mealtimes or hours of operation, new/ updated license information, or if you need to withdraw children from care.

To find out when your reimbursement funds are available, please visit the CDA FaceBook page at **www.facebook.com/cdasandiego.**

Welcome

To

Child Development Associates Nutrition Program!

Program Background
The Child Care Food Program was established by Congress in 1968 to ensure that children receive nutritious, well balanced meals while in child care. The program helps you to improve the health and eating habits of children by providing you with a reimbursement to offset the cost of the meals you serve in your family child care home, allowing you to purchase a wider variety of fresh fruits, vegetables, and other nutritious foods. The program also provides you with nutrition guidance through in-home visits, annual trainings, and monthly nutrition updates.

Program Participation
In order to participate in the Child Care Food Program (CCFP) you must either be licensed or TrustLined. All children are eligible regardless of race, color, national origin, gender, religion, age, disability, or political beliefs.

Provider Handbook
Our Provider Handbook is designed to help you understand the requirements of the program, offer you nutrition and child care information, and provide a place to keep your Nutrition Program records. Our visits to your home, along with the annual training, will support you in understanding and following the program regulations.

Allow Us To Assist You
We are happy to have you as a part of the Child Development Associates, Inc. Nutrition Program. Please feel free to call our office if you have any questions or suggestions to offer. We want to do all that we can to assist you in providing the best services possible for the children in your care.

Sincerely,

Rick Richardson
President and CEO

Deborah Zaragoza
Nutrition Program Manager

CALIFORNIA
DEPARTMENT OF
EDUCATION

TOM TORLAKSON
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Dear Child Care Provider:

WELCOME TO THE CHILD AND ADULT CARE FOOD PROGRAM

We are delighted that you are participating in the Child and Adult Care Food Program (CACFP). The program is funded by the U.S. Department of Agriculture (USDA) and administered by the California Department of Education (CDE). We applaud your commitment to children and their families. The CACFP is recognized as the "gold standard" for ensuring that children receive healthy meals and snacks in child care settings.

You contribute to first-rate child care when you serve nutritious meals to children through the CACFP. Children who are well-nourished are sick less often, learn more effectively, and behave better. Parents are pleased that their children are getting the foods they need to develop and learn.

The CDE Nutrition Services Division is counting on you to:

- Serve high-quality meals that meet USDA nutritional requirements for the CACFP
- Count and request payment only for the meals served to enrolled, eligible children
- Claim only two meals and one snack or two snacks and one meal per child, per day
- Keep accurate daily records of meals you serve and children who are present
- Send in the meal records on time to your sponsor (the agency with which you signed an agreement)

If you follow these requirements and others explained to you by your sponsor, you will meet the requirements for the CACFP. Keeping accurate daily records will ensure that you receive timely and accurate payments from your sponsoring organization. If you do not follow these requirements, your payment may be reduced or denied, and you may no longer qualify for the CACFP.

Your sponsor will provide you with training and help you better understand these requirements. If you have questions or concerns, please contact your sponsor. Congratulations on participating in the CACFP. Together we truly are building for the future!

Sincerely,

Sandip Kaur, Director
Nutrition Services Division

NONDISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the agency (state or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027), found online at http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by:

(1) Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410

(2) Fax: 202-690-7442

(3) E-mail: program.intake@usda.gov

This institution is an equal opportunity provider.

Nutrition Program

1

Enroll Provider

Child care provider must be licensed or Trustline cleared to enroll.

2

Complete Training

Monitor completes a 2-3 hour long in-home training with provider.

3

Enroll Children

Provider enrolls children and must renew their enrollment annually.

4

Provide Nutritious Meals

Nutritious meals are served daily. Provider records menu and attendance online or on scanned forms.

5

Monthly Claim

Provider submits meal claim forms monthly for reimbursement.

6

Monitor Visit

Monitor will visit the provider within the first 28 days of claiming and will make 3 unannounced visits per year.

7

Meal Reimbursement

Providers submit their claim to CDA monthly and receive reimbursement for meals served.

$

CDA

Child Development Associates, Inc.

A COPY OF YOUR FAMILY CHILD CARE

LICENSE

State of California

Department of Social Services

Facility Number:

Effective Date: 08/19/2009 Total Capacity: 8

In accordance with applicable provisions of the Health and Safety Code of California, and its rules and regulations; the Department of Social Services hereby issues

this License to

to operate and maintain a

FAMILY DAY CARE HOME

Name of Facility

This License is not transferable and is granted solely upon the following:

MAX. CAP: 6 - NO MORE THAN 3 INFANTS OR 4 INFANTS ONLY. CAP 8 - NO MORE THAN 2 INFANTS, 1 CHILD IN KINDERGARTEN OR ELEMENTARY SCHOOL AND 1 CHILD AT LEAST AGE 6.

Client Groups Served:

CHILDREN / INFANT

Complaints regarding services provided in this facility should be directed to:

REDWOOD EMPIRE CC (707) 588-5026

Jeffroy Hiratsuka
Deputy Director,
Community Care Licensing Division

Authorized Representative of Licensing Agency

POST IN A PROMINENT PLACE

LIC203A (03/07) FAS
Print Date 08/25/2009

CJ-TAO18b

Must Be In Our Office:

- By *NOON* on the *25th* of the month you signed your contract with CDA. If you are a new Provider, a *Facility Profile* serves as a temporary License until your actual License is received.
- If you have a helper/assistant, you must include their name, date of birth, and the licensing facility roster to verify they have had a background check and been fingerprinted.

Small Family Child Care Home License Capacity

Four (4) Infants ONLY
(Under 2 years of age)

(OR)

Five (5) or Six (6) Children:
No more than 3 Infants

Seven (7) Children:

- No more than 2 Infants.
- 1 school-age child (at least 6 years old, or attending Kindergarten).

Eight (8) Children:

- No more than 2 Infants.
- 2 school-age children (One at least 6 years old, and one at least attending kindergarten).

Landlord Permission Required
Parent Notification Required

Large Family Child Care Home License Capacity

Nine (9) to Twelve (12) Children:

- No more than 4 Infants (Under 2 years of age)

Qualified Assistant Required

- 14 years of age or older

Thirteen (13) Children:

- No more than 3 Infants.
- 1 school-age child (at least 6 years old, or attending Kindergarten).

Fourteen (14) Children:

- No more than 3 Infants.
- 2 school-age children (One at least 6 years old, and one at least attending kindergarten).

Qualified Assistant Required
Landlord Permission Required
Parent Notification Required

Child Enrollments

According to the federal CACFP regulations, a new child must be enrolled in the Nutrition Program by the first day of care. This regulation applies to all children, whether they are drop-in only or on a "trial period."

- The enrollment form must be signed by the parent and dated with the *first day of care*.
- Three copies of the signed, dated form should be made; one for your records, one for the parent, and the original signed enrollment which is to be submitted to CDA within 5 days of the child's first day of care.
- Once the original signed enrollment is received by the office, it will be reviewed and the child's enrollment activated.

You are only able to receive reimbursement for children in your care who are on active status. As of August 1st, 2016, any meals claimed for children who are on pending status (meaning the office has not yet received his/her original signed enrollment form) at the time that your claim is processed will be disallowed; meals for those children will not be reimbursed.

Please keep in mind that you are participating in a federally funded program, the aim of which is to help family child care providers serve nutritious meals to the children in their care by subsidizing a portion of the cost necessary to purchase those healthier foods.

When the government is providing you with a check each month, they want to ensure that each child is granted the opportunity to receive healthy meals. According to federal regulation, the program must be offered to all children in your care including infants, drop-in children, and children who are on a "trial period."

If the parent chooses to decline the food program, that is fine. The child must still be enrolled by the first day of care. The parent chooses to be non-participating and signs the form, the provider makes a copy for her records, and sends the form to the office within 5 days of the first day of care. The enrollment regulations are not flexible. Stay in compliance so that you always receive your full reimbursement.

Re-Enrollments

Enrollment forms for each child in your care must be renewed annually. CDA's Annual Renewal process is done in four parts every year. If you claim online using Minute Menu, you will receive a letter with instructions on how to print and complete your renewal report. You must print your renewal report, have the parents review the information, date and sign for their child, and then return the report to CDA within the month that you are assigned, *not before or after.*

If you claim on scanner forms, we will send you the printed renewal report and a letter with instructions on how to complete the report; you will have the parents review the information, date and sign for their child, and then return the report to CDA within the month that you are assigned, *not before or after.*

The renewal process is completed according to your last name:

If your last name begins with the letters:

- **A – F -** you will receive a letter/packet at the end of June; it must be completed and returned to CDA by July 15th
- **G – L -** you will receive a letter/packet at the end of July; it must be completed and returned to CDA by August 15th
- **M – R -** you will receive a letter/packet at the end of August; it must be completed and returned to CDA by September 15th
- **S – Z -** you will receive a letter/packet at the end of September; it must be completed and returned to CDA by October 15th

Important Note: Please keep in mind that the enrollments for the children in your child care facility expire the same month each year. We cannot reimburse you for meals once your enrollments expire, therefore it is important that you complete your renewals as soon as you receive the letter/packet and return them to CDA by *your* due date. All parent signatures must be dated for the first of the month in which your report is due. If your last name begins with "A," you will instruct your parents to use the date of July 1st when they sign the renewal report.

Every child who is on your renewal report must have the parent's signature and date, or the drop date if the child is no longer in your care. You must submit your renewal report to CDA in the month in which it is due even if some of the children in your care are newly enrolled.

For Example: Nancy Anew is a child care provider. She enrolls 2 new children in her care in April. Her last name starts with an "A," so her renewal report is due by July 15th. Although only 3 months have passed, Nancy Anew must still have the parents of the children who started in April sign and date the renewal report for their children in order to keep her enrollments up to date. Then, as those children continue in her care, they will always be re-enrolled in July.

What to Mail and When

Mail or Hand Deliver To:
CDA Nutrition Program
180 Otay Lakes Road, Suite 300
Bonita, CA 91902

Hand Deliver To:
Central San Diego - AP Office
5473 Kearny Villa Road, Suite 350
San Diego, CA 92123

*CDA offers courier delivery from the Kearny Mesa office to the Bonita office for your convenience.

Electronic Claiming

Child Enrollment Applications - Must be mailed within five (5) days of the child's enrollment date and/or *within the current month you are claiming that child.*

Meal Count Records - Once you have served your last meal of the month and entered it into KidKare, ***you must submit your claim*** electronically. You will not be reimbursed for the meals you have served throughout the month until your claim has been submitted to CDA through your online KidKare account.

Scanner Form Claiming

Child Enrollment Applications - Must be mailed within five (5) days of the child's enrollment date and/or *within the current month you are claiming that child.* Make sure the form is signed by the parent before mailing.

Meal Count Records - Your Minute Menu Infant and Child Food Forms (Scanner Forms) must be mailed to our office within the first four (4) days of the following month (Ex: Your June claim must be mailed within the first four (4) days of July), or hand delivered by the fifth (5^{th}) day.

Please Remember:
Whether you claim online or using the scanner forms, if your monthly claim is not received in our office by the 5^{th} day of the month in which it is due, your reimbursement could be delayed for up to 6 weeks. Reimbursement for claims submitted after the 15^{th} day of the month could be delayed for several months.

When you receive mail from CDA, whether by email, Minute Menu messages, or postal delivery, please make sure to open it. The information provided may affect your reimbursement or be notifying you of important changes in the Food Program. We never send "junk" mail.

Meal Time Policy

The following is the State/Federal policy on appropriate meal times:

- At least two hours must elapse between the beginning of one meal service and the beginning of another meal service when snacks are served.

- If **no** snack is served between major meals, at least three hours must elapse between the beginning of one meal service and the beginning of another.

    - Breakfast must be served prior to 9:00 a.m.
    - Lunch must be served after 11:00 a.m. and prior to 1:30 p.m.
    - Supper must be served after 4:00 p.m. and prior to 7:00 p.m.

For example:

Breakfast	8:00 a.m.
A.M. Snack	10:00 a.m.
Lunch	12:00 p.m.
P.M. Snack	2:00 p.m.
Supper	6:00 p.m.
Eve. Snack	8:00 p.m.

- Infants up to one year of age are fed "on demand" and must be claimed for the correct meal corresponding to the time frame in which they ate.

REMEMBER:

1. You may only claim up to three (3) meals per day per child: two (2) major meals and one (1) snack, or one (1) major meal and two (2) snacks.
2. You may not claim meals that are not fed to the children.
3. You may not claim meals for children not in your care.
4. You may not claim meals for children who leave your home with the meal in hand (to go home).
5. In order to claim meals that are offered to the children, the children must be present and sitting at the table prepared to accept the food. **For example:** A child arrives in the morning and is asked if they want breakfast. That is *not* "offering" a meal. If the child sits at the table and breakfast is presented to them, the meal has been "offered." At that point the child may decline to eat, but the meal is reimbursable because it has been "offered" to the child.
6. You may not claim restaurant or fast food meals.
7. When serving meals in shifts, you may not serve some children while making other present children wait to eat. **For example:** you offer your first serving of PM Snack at 3:00 to toddlers, and your second serving at 3:30 for children arriving after school, but today the school-aged children arrive early at 3:00. You may not ask the school-aged children to wait until 3:30 to eat their snack. Additionally, if a child arrives at 3:30, in time for PM Snack, and you have two shifts of dinner, the first at 4:30 and the second at 5:30, you may not ask that child to wait until 5:30 to eat so that you meet the *2 hours between snacks and meals* requirement.

All children who are present must be offered the same meal at the same time. Rule #1 still applies.

Meal Time Verification Form

PROVIDER NAME: _____ PROVIDER #: _____

MEAL TIME REMINDERS:

Two (2) hours must elapse between the beginning of one meal service and the beginning of another meal service when snacks are served (Ex: If Breakfast is served at 8:30 am, then AM Snack cannot be served until at least 10:30 am).

If no snack is served between major meals, three (3) hours must elapse between serving those major meals (Ex: If Breakfast is served at 8:30 am, lunch cannot be served until 11:30 am).

- **Breakfast must be served prior to 9:00 am**
- **Lunch must be served after 11:00 am and prior to 1:30 pm**
- **Dinner must be served after 4:00 pm and prior to 7:00 pm**

Your Field Services Representative must be able to observe meals during her visits to your home. This makes it necessary for us to have you document the time your meals will be served. If you change your meal service times, please notify our office so we can make the necessary changes in to your files, and so that your Field Service Representative will not arrive for a meal observation outside your designated meal times.

Please note below the times you will be serving your meals.

MEAL	**MEAL TIME**
Breakfast	_____
AM Snack	_____
Lunch	_____
PM Snack	_____
Dinner	_____
Evening Snack	_____

I hereby certify that the above information is true and correct. I understand that it is my responsibility to inform CDA when my meal times change.

_____

Provider Signature

_____

Date

Home Monitoring Visits

Home visits are friendly and intended to offer support, information, and training to providers.

We are required by USDA regulation to visit providers, at a minimum, **three times a year**. At least two of the three the visits will be unannounced, and at least one of the three visits will be an unannounced meal observation.

At your initial visit and all of the visits thereafter, your Field Services Representative (Monitor) will provide you with all of the technical assistance necessary to help you meet the program requirements. She will be able to answer most questions you have, provide menu ideas and other nutrition information, and provide you with forms you may need. Additionally, she will review your Meal Count Records and Menus for compliance with program regulations.

If you are going to be away from your day care during times that you normally serve meals, **please call the office to let us know that you will be away, as is required by regulation**. We will notify your Monitor so she doesn't attempt a visit with you.

If you normally claim Dinner, Evening Snacks, or Saturday meals, expect your Monitor to visit during those times. At any visit - including Breakfast, AM/PM Snacks and Lunch, if less than 50% of the regularly claimed children are present, your Monitor will visit again at that meal time. If she is not able to verify children in attendance on a second visit, that meal service will no longer be reimbursable for your Child Care Facility.

Initial Visit: Before you can start claiming (program training & contract signing)
4-Week Visit: 3-4 weeks from your first date of claiming
2nd Visit: 2-5 months from the first visit
3rd Visit: 2-5 months from the second visit

Please Remember: **You are required by regulation to keep your records on a daily basis**. If you claim on scanner forms and your records are not up to date at the time of the visit, or are not available for your Monitor to review, we will be unable to reimburse you for all incomplete paperwork up to the date of the visit. Additionally, your Monitor will need to make an extra visit to your home to confirm your compliance.

If you are found to be out of compliance with the daily paperwork requirements, you may be placed in Serious Deficiency status and risk possible termination from the program.

If you claim online, you are protected from being terminated from the program due to being behind on your paperwork, however you will not be reimbursed for meals and attendance that were not claimed on the same day you served them.

cda nutrition program

Being Prepared For A Successful Monitoring Visit

- ❑ Always have your recordkeeping current and available for review.
- ❑ Have your License, Building for the Future, and Meal Pattern posted.
- ❑ In a binder, have copies of signed Enrollment Forms, your Permanent Agreement, Medical Statements, etc. for your Monitor to review at the visit.
- ❑ Paper Retention: Your CACFP documents are to be retained for 3 years plus the current year. Your Monitor will ask to see the current year's documents.
- ❑ New children are to be enrolled by the *first day of care* and signed enrollments must be mailed to the office within the first 5 days of the child's enrollment date (even if they are on a trial basis or drop-in care).
- ❑ Serve milk with the correct fat content as instructed by Licensing and USDA regulations. Whole milk is required for children one year old. Children ages two years and older must be offered 1% or fat free milk.
- ❑ Have water readily available throughout the day.
- ❑ Ensure meals have the correct components per meal offered in the correct portion amounts per age group, and serve all foods at the same time.
- ❑ Notify the office in writing/email if your meal times change.
- ❑ A signed Medical Statement must be on file for children with food allergies requiring the use of an Epi-pen or Epi-pen, Jr., other adaptive equipment, or substitution of a required meal component. A Soymilk Request Form is the only documentation required for children being offered an approved soymilk. You must call the Nutrition Office for either form.
- ❑ Label breast milk with the child's name and date; use within 72 hours.
- ❑ If infants are in care, a "House Formula" must be offered. Your choice of any FDA approved formula with iron is acceptable.
- ❑ Have CN labels or processed food packaging available for review by your Monitor to ensure you are only serving the reimbursable processed foods.
- ❑ Food heated on the stove or countertop must be kept at a safe holding temperature of 140 degrees.
- ❑ Ensure your facility is safe and sanitary for the children in your care.

Claiming Foster Children

Under Federal Child Care Food Program regulations, your foster child(ren) can be claimed on the Food Program if:

- They eat with the other day care children
- They are between birth and 12 years of age (the day the child turns 13, he/she is no longer eligible for reimbursement).

Any provider who wishes to claim their foster child(ren) must complete a Meal Benefit Form.
Foster children qualify on their own; *you* do not have to income qualify for a foster child.
If you income qualify to claim your own child(ren), you count the foster child in your total household number.

If concerns arise regarding how the form was completed or the eligibility of the foster child, you will be contacted by our office. Otherwise, you may begin claiming the foster child immediately after submitting the form. The information on the Meal Benefit Form is kept confidential.

An Enrollment Form must also be completed for foster children. This form must be submitted to CDA within the child's first five (5) days in care.

Claiming Resident Children

Income eligibility determination is required of providers who want to be reimbursed for meals served to enrolled children living in their household.

Once approved, the following guidelines apply:

Age Limitations

Providers may only claim meals for:

1. Resident children under 13 years of age
2. Foster children under 13 years of age
3. Provider's own children under 13 years of age
4. Children of migrant workers 15 years of age and under
5. Disabled children under the age of 18

Resident Status

Children living with the provider on a 24 hour basis are eligible if:

1. They are part of the households economic unit, are within age limitations, and are enrolled for care.
2. The family income meets the USDA eligibility criteria.
3. The providers eligibility application has been approved.
4. An eligible, enrolled non-residential child is present and eating the same meals claimed for the residential child.

Residential children include the provider's own children, relative children, foster children, and informal arrangements where a non-related child lives with the provider on a daily basis.

Temporary Emergency Residential Care

Occasionally, a parent may request that a child be cared for on an overnight basis. A provider may claim meals for the child for the first 24 hours. After the first 24 hours, a child's meals can be claimed up to three consecutive days ***only on a temporary/emergency basis.*** Care of this type is generally due to a parent or family medical emergency. A parent taking a long weekend or going on vacation and leaving their child with a provider is ***not*** considered an emergency, so those meals would not be reimbursed by CDA.

A child of military parents may be claimed while the parents are deployed and the child is living with the provider. The child would not be considered the provider's "own," however, the provider would need to have power of attorney, custody, or an agreement established by the military to provide residential care for that child.

Provider's Own Children

Under Federal Child Care Food Program regulations, you may claim your own children for reimbursement if ***all*** of the following apply:

- You qualify for Tier I reimbursement based on your school boundary.
- Your child(ren) are under the age of 13.
- Your family meets the *Income Guidelines* (See following page for guidelines. NOTE: Tier II providers who meet the income guidelines to qualify for Tier I reimbursement automatically qualify to claim their own children).
- Other daycare children are present and your child is eating the same meal at the same time as the other children.

Any provider who wishes to claim their own children must complete an enrollment application along with either:

- **A MEAL BENEFIT FORM FOR PROVIDER'S OWN/FOSTER CHILDREN** - forms are mailed out at the beginning of each federal fiscal year allowing you to recertify with new income guidelines.

or

- **A TIER II PROVIDER'S QUALIFICATION FOR TIER I (AND OWN CHILDREN)** - forms are mailed out at the beginning of each federal fiscal year allowing you to recertify with new income guidelines.

**The eligibility form must be submitted, along with the required back up documentation, and approved prior to your claim being processed.*

Application Directions:

Tier I:

1. Review the Eligibility Scale. If your income is at or below the levels listed, you may claim your own children on the Child Care Food Program. This scale does not apply to children who are recipients of CalWORKs, Food Stamps, FDPIR, or Head Start; these children are automatically eligible with a current notice of action.
2. Complete all of the information on the form carefully and correctly.
3. Submit the forms for approval

Tier II:

1. Review the Eligibility Scale. If your income is at or below the levels listed, you may claim your own children on the Child Care Food Program. This scale does not apply to children who are recipients of CalWORKs, Food Stamps, FDPIR, or Head Start; these children are automatically eligible with a current notice of action.
2. Complete all of the information on the form carefully and correctly. Submit a current 1040, a Schedule C, and any additional, required documentation to substantiate your income.
3. Submit the forms for approval.

Please contact the office if you have any question and we will be glad to help you. Any information that you disclose will be kept confidential.

INELIGIBLE PROVIDERS MAY APPEAL

If you are not eligible you will be notified in writing. If you disagree with our determination, please contact us immediately. It might be that some information listed was incorrect. Once the information is corrected we will re-evaluate your application.

CHANGE IN INCOME REQUIRES RECERTIFICATION

Your eligibility determination is good for one fiscal year (ending July 31st) unless there are significant changes in your income. If there are significant changes in your family income after you have submitted your application, you are required to submit a new application.