Policy Alert

Date: July 1, 2009  
Reference: # CACFP ADC 2009-13  
To: Child and Adult Care Food Program-Adult Day Care (CACFP ADC) Contractors  
Subject: Child Nutrition Program Application  
Effective Date: July 1, 2009

Purpose

DELETE Form H1652, Application for Meals in Adult Day Care Center and Instructions  
ADD Forms H1531 & H1531-S, Child Nutrition Program Application and Instructions

Implementation

July 1, 2009

Procedure

Effective with applications completed July 1, 2009 and forward you must use the Form H1531 or H1531-S, Child Nutrition Program Application and Instructions dated July 2009 for determining eligibility for free or reduced-price meals. The new application allows applicants applying on behalf of more than one participant in the same household to use one form instead of filling out multiple forms with the same information. The new application also captures income as it is received, i.e., monthly, weekly, bi-weekly and provides instructions on the form for the contractor on annual income conversion.

Please delete your existing supply of Form H1652, Application for Meals in Adult Day Care Center and Instructions.

Contractors do not have to obtain a new application for those participants whose applications have not yet reached the 12-month renewal requirement.

Note: All Handbook references to Form H1652 will be revised to reflect the change to Forms H1531 and H1531-S in your next regularly scheduled handbook revision.

Contact

If you have any questions please contact your Food and Nutrition Field Operations Office.

This Policy Remains in Effect Until Further Notice