PURPOSE

To obtain eligibility information from school food authorities (SFAs) so that Child and Adult Care Food Program (CACFP) contractors and centers/facilities and sponsors and Summer Food Service Program (SFSP) can determine individual child eligibility and/or site eligibility.

When to Prepare

SFAs have the option to disclose eligibility information to CACFP contractors and centers/facilities and SFSP sponsors.

Number of Copies

The contractor/sponsor and/or center/facility completes and/or maintains one original. The original must be attached to Form H1531 or H1531-H (CACFP only).

Transmittal

The contractor/sponsor and/or center/facility has two options to obtain eligibility information from the SFA:

1) The Shared Income Eligibility Documentation form can be provided to the SFA to complete and return to the contractor/sponsor and/or center/facility.
2) The contractor/sponsor and/or center/facility can complete the Sharing Income Eligibility Documentation form while obtaining eligibility information from the SFA verbally (i.e., via telephone).

How to Obtain Copies

Make additional copies as needed.

Form Retention

Keep the Shared Income Eligibility Documentation form for three years from the end of the program year. Exception: If audit findings, claims or litigation have not been resolved by the end of the retention period, you must retain all forms and records until all the issues are resolved.
DETAILED INSTRUCTIONS

Part I: School Food Authority (SFA) Information

Name of SFA — Enter the name of the SFA in which the student is enrolled.

Address of SFA — Enter the address of the SFA in which the student is enrolled.

Telephone Number of the SFA— Enter the telephone number of the SFA in which the student is enrolled.

Date — Enter the date the information was obtained.

Name of the SFA Representative — Enter the name of the representative of the SFA who provided the eligibility information.

Part II: Student and Eligibility Information

Name of Student — Enter the name of the student for whom the information is being obtained.

Date of Birth — Enter the date of birth for the student for whom the information is being obtained. The date of birth should only be entered if more than one child with the same name is enrolled at the SFA.

SNAP Number — Enter the SNAP number, if applicable.

TANF Number — Enter the TANF number, if applicable.

Total Number of Household Members — Enter the total number of members in the student’s household based on the H1531 or H1531-H.

Total Household Monthly Income — Enter the total household monthly income based on Form H1531 or H1531-H.

The above student’s eligibility… — Mark the box indicating the eligibility category of the student for whom the information is being obtained.

Part III: Disclosure

Self-explanatory