

Preparing the October Study Information

October 2018



is an equal opportunity provider.

Important

KEY POINT

Reimbursements paid to centers are based on:

- The types of meals served
- The number of enrolled children/clients who meet the eligibility requirements for:
 - Free
 - Reduced-Price
 - Above Scale



Free and Reduced Price Policy

- **Non Pricing** Reimbursements based on claiming percentages
- **Pricing Program** Reimbursements based on eligibility of each child/client participating in the meal service
- *Non-Discrimination Statement*
 - *Assurance that no child/client will be discriminated against during the course of meal service*



Claiming Percentage Calculation

- Annual Rates for Reimbursement established from July 1st to June 30th
- Exclusive Hawaii rates
- **“Claiming Percentage”** per meal rate is a method of calculating an average rate of reimbursement by meal type. This average rate is multiplied by the total number of meals served in that meal type.

2018-19 Reimbursement Rates

(Effective 7/1/2018 through 6/30/2019)



Breakfast

Lunch

Snack

Above Scale

\$0.35

\$0.37

\$0.09

Reduced Price

\$1.79

\$3.48

\$0.53

Free

\$2.09

\$3.88

\$1.06

Cash In Lieu of USDA Foods - \$0.2350

USDA Foods versus Cash In Lieu Of USDA Foods

- USDA Foods are acquired by USDA through agricultural programs or large quantity purchases -“Actual Food “
- CLOUF is cash paid in place of the USDA Foods for lunch and/or supper meals claimed for reimbursement.



Cash In Lieu of USDA Foods for CACFP

- Hawaii is only offering CLOC for CACFP for these reasons:



- - Size of available food packages is too large for timely use
- - Pick-up and storage would be difficult for centers
- - Additional administrative costs associated with handling and storage at the warehouse for USDA Foods

Documentation Needed From Families for Reimbursement

◆ **Completed Enrollment Statement**

- The enrollment statement is a document that shows a Child/Adult client is enrolled for care in the center.

◆ **Meal Benefit Form - family signed and Determining Official - CACFP meal eligibility identified**

- MBF is a document that families use to disclose income/benefits.

The Process of Completing a Meal Benefit Form

- ❖ **Make enough copies of the Meal Benefit Form for each enrolled child**
- ❖ **Give each client/child's parent or guardian a Meal Benefit Form AND a copy of the CACFP Letter explaining the MBF**
- ❖ **Print the letter on your letterhead showing the name of center or sponsor**
- ❖ **The center or sponsor telephone number and contact person**

More on the Process of Completing a Meal Benefit Form

- ◆ **Ask the parent or guardian to complete sections of the Meal Benefit Form that apply to them**
- ◆ **Section 6 is optional as a way to collect racial and ethnic information**
- ◆ **Different sections must be filled in for:**
 - **Categorical eligibility**
 - **Income eligibility**
 - **Foster children**

Documentation



Failure to properly document eligibility in the free or reduced-price category or errors in determining the category can cost money.

A center receives higher reimbursement for meals when children are in the free or reduced-price eligibility category.

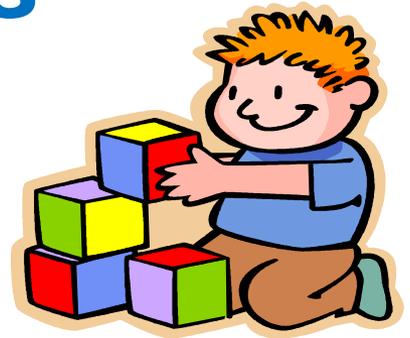


Samples of the Meal Benefit Form Households Complete

- Foster Child**
- Household Income**
- SNAP or TANF Benefits**

Exceptions

- ❖ **Emergency Shelter**
- ❖ **Afterschool At Risk Program**





Meal Benefit Form

Part 1.



- Children/Clients enrolled to receive day care.
- Names (First, Middle Initial, Last) and
- All other household without in
- Check off “box” if foster child





Meal Benefit Form (continued)

Part 2.

- Child's family - If participating in SNAP (formerly the Food Stamp Program) or TANF, enter the 8 digit case number.
- Adult client - If participating in SNAP, SSI, or Medicaid, enter the case number



Meal Benefit Form (continued)

Part 3.

- Migrant or Homeless child



Meal Benefit Form (continued)

Part 4. Total Household Gross Income

A. Name

(List everyone in household with income)

B. Gross income and how often it was received – weekly, monthly, etc.

Report:

1. Earnings from work before deductions
2. Welfare, child support, alimony
3. Social Security, pensions, retirement
4. All Other Income



Meal Benefit Form (continued)

Part 5. Signature and Social Security Number

- An adult household member must sign this form. If Part 4 is completed, the adult must also list his/her last 4 digits of Social Security Number or mark the “I do not have a Social Security Number” box.



Meal Benefit Form (continued)

Part 6. Participant's ethnic and racial identities (**OPTIONAL**)

- Mark one ethnic identity:
 - Hispanic or Latino or Not Hispanic or Latino
- Mark one or more racial identities:
 - Asian; American Indian or Alaska Native; White; Native Hawaiian or Other Pacific Islander; Black or African American



Meal Benefit Form (continued)

Official Use Only

- **Determining Official** reviews the MBF and accesses the eligibility of the household
- **Confirming Official** verifies the assessment of the Determining Official

Common Errors

- ◆ **Meal Benefit Forms are more than 12 months old (expired)**
- ◆ **Information is missing from Meal Benefit Forms**
 - **Case numbers**
 - **Names of all household members**
 - **Last 4 digits of Social Security Number (or None is checked)**
 - **Signatures and/or date signed missing (adult household member/center)**
- ◆ **Errors on the Meal Benefit Form**
 - ◆ **Household size or income added incorrectly**
 - ◆ **Eligibility classification incorrect**
- ◆ **Information on roster not matching information on Meal Benefit Form**

Tips

- ◆ **Create written procedures and follow them!**
- ◆ **Having more than one person check the Meal Benefit Forms, Enrollment Statements, and Roster**
- ◆ **Collect new Meal Benefit Forms between July and September to update eligibility classifications based on new USDA Income Eligibility Guidelines (effective July 1 each year)**
- ◆ **Make sure the information used for the Study Month matches the information on the Meal Benefit Forms and Enrollment/Eligibility roster**

Conducting the Attendance/Enrollment Study

- Used to track the number of eligible children/participants in each eligibility category
- Non-pricing programs
- USDA regulations require annual study done in October
- Study can be done more than once a year. Institution's/Sponsoring Organization's prerogative.

Conducting the Attendance/Enrollment Study

- Attendance must be verified for the study month
- Names on sign-in sheets must match either MBF and/or Enrollment Statements.
- Children/Participants must be in attendance for at least one day during study month.
- Study with original signature must be mailed to HCNP for verification of the information inputted on HCNP Systems

Documentation



All children must be enrolled in the center and certified in the free or reduced-price category or **reported in the above scale category.**

Make sure all enrolled children are included on the enrollment/eligibility roster.



**Contact Number:
(808)-587-3600**



<http://hcnp.hawaii.gov>

**<https://cnpweb.org/hawaii>
(password protected)**

Jennifer_dang@notes.k12.hi.us

eleanore_fong-severance@notes.k12.hi.us

