

August CACFP Household Size Income Statement/Policy

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(SJA)

Department:	Finance
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I. Policy:

The purpose of this policy and procedure is to ensure that valid household size income statements (HSIS) are gathered and maintained for each child classified as free and reduced for the CACFP program. Forms for non-needy will also be maintained.

II. Procedures

- A. Each family is to be given the current HSIS form and the accompanying parent letter to be filled out upon their child enrolling at the center. This form is given to families by the enrollment coordinator as part of the enrollment packet and is expected to be returned to the receptionist within one week of the child attending.
- B. Forms turned in to the receptionist will be forwarded to the Director of Finance who is the determining official.
- C. The determining official will review the HSIS within seven days. If the form is complete the determining official will make a determination, complete the form and return it to the receptionist. If the form is not complete it will be returned to the receptionist for follow-up with the family.
- D. Once the determination is made, the receptionist will enter into Procure the status of the family and file the HSIS in a binder.
- E. On a monthly basis a comparison will be made between the binder and Procure to ensure the Procure system is up to date with the HSIS binder.
- F. All families will be given a new HSIS form annually with the start of a new school year. A review of the forms in hand and enrollment lists will be made to determine what follow up is necessary.

Approved by:


President/CEO

Date

