

Use of Free and Reduced-Price Information Collected by SFAs

- PURPOSE:** To address the use of free and reduced-price applications and eligibility information collected by School Food Authorities (SFAs) which administer the Child and Adult Care Food Program (CACFP).
- SCOPE:** School Food Authorities that administer the Child and Adult Care Food Program.
- DESCRIPTION:** SFAs may use free and reduced-price meal applications and eligibility information collected by the school for their National School Lunch, School Breakfast, or Special Milk Programs for CACFP meal eligibility documentation when the SFA that collected the data administers the child care facility. This included both “regular” free and reduced-price meal application information, and free meal eligibility information collected by schools via the “direct certification” method authorized by Public Law 101-147, the Child Nutrition and WIC Reauthorization Act of 1989.

Whenever the SFA uses its school programs information to document eligibility for CACFP benefits, it should take every precaution to ensure that this information is controlled by limiting access to those who are normally involved in the eligibility determination process. We also recommend that, when using direct certification information, SFAs and State Agencies inform the public assistance offices from which the direct certification information was obtained, that they plan to use this information to document eligibility of children for CACFP benefits in centers administered by the SFA.

Food service authorities other than SFAs are not authorized to obtain information by direct certification. Therefore, CACFP centers and sponsors who are not SFAs are not authorized to obtain direct certification information.

If the direct certification information has been given to the child’s household by the local Food Stamp or AFDC (TANF) office, of the SFA has Provided the household with a “notice of eligibility” based on direct certification procedures, and the household submits this information to the center or sponsor, it can be used just as it would be if the household submitted a free and reduced-price meal application. A center or sponsor other than a SFA can use this information based on the fact that the household would be submitting the information voluntarily and no issue of confidentiality would arise. Such information can also be used by an adult

day care center when an adult participant's household has been given participation information by Food Stamp, SSI, or Medicaid offices, and has, in turn, submitted it to the center.

As with other free and reduced-price eligibility information, direct certification information must always be dated in order for determination to be made as to whether or not it is current.

SOURCE:

FY 1992 Child and Adult Care Food Program Policy Memorandum 8, dated July 10, 1992, United States Department of Agriculture, Food and Nutrition Services.