

Household Size-Income Record Reminders

- ✎ Every enrolled child must be listed on the Household Size-Income Record (HSIR) according to your center's enrollment policy even if they do not eat, including infants and school-age children.
- ✎ Use children's FULL names, not initials or nicknames. Names on HSIR must match names on the enrollment forms and attendance records.
- ✎ List children on the HSIR in alphabetical order, last name first. When using the Excel HSIR, add new children alphabetically by inserting rows.
 - File income statements in same order as HSIR
- ✎ Include need category from HSIS for each child on HSIR.
 - **Keep confidential**
- ✎ The HSIR must be updated and kept current at all times.
- ✎ Print or save each month as documentation for that month's claim
- ✎ **Never remove or discard an income statement** if a child leaves your center. Leave applications in the same order as they appear on the HSIR for the current year.
- ✎ When a child no longer is considered enrolled in the center, no activity must be indicated for that child in the first month after the child has terminated from the center. You may include the date of termination from the center on the HSIR.
 - Draw a line through the categories or leave the month(s) blank
 - Never erase a name from the HSIR
- ✎ The HSIR is good for one year only. A new HSIR must be done each fiscal year (which starts October 1), following the collection of new income statements.
- ✎ The HSIR captures all enrollment data for an entire fiscal year. **Do NOT create a new copy each month.**

Sponsoring Organizations Only (more than 1 site on the CACFP)

- ✎ A separate HSIR must be maintained for each center
 - Children enrolled at multiple centers must be listed on all applicable HSIRs, within the context of each center's enrollment policy

Head Start sites that enroll ONLY Head Start participants

- ✎ Not required to maintain the HSIR
 - In lieu of the HSIR, documentation of individual children's attendance on a daily basis must be maintained