

Wisconsin Department of Public Instruction



CACFP

BULLETIN

June 2021-14

Announcements from the Child and Adult Care Food Program (CACFP)

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Household Size Income Statement (HSIS), Household Letter, and Household Size Income Scale

These forms have been revised and are posted on the [Guidance Memorandum \(GM\)](#) webpages under GM 1 and GM I for FDCH sponsors.

Start using these documents on July 1, 2021.

From this point forward distribute the FFY 2022 (June 2021 revision) Household Letter and HSIS to all newly enrolling participants.

The FFY 2022 HSIS does not have to be completed by participants who have current and valid HSIS on file until their current form expires. At that

time, provide these households with a FFY 2022 Household Letter and HSIS.

Discard all outdated Household Letters and blank HSIS (with revision dates of 7/20 or earlier) and replace them with FFY 2022 versions. This includes copies that are in enrollment packets.

Inform all pertinent staff to distribute the FFY 2022 (June 2021 revision) Household Letter and HSIS to new enrollees and to use the FFY 2022 Household Size-Income Scale (July 1, 2021 - June 30, 2022) for determining eligibility.

NEW Income Eligibility Calculator

This new Income Eligibility Calculator may be used to calculate the total reported household income and determine the household's eligibility (Free, Reduced, Non-needy). Simply enter the income from each source reported on the HSIS and it will show the total household income and eligibility determination for the reported number of household members. Then, use the calculator's information to complete the *For Center Use Only* box on the HSIS. This new resource can be found on the [Guidance Memorandum \(GM\)](#) webpages under GM 1 and GM I for FDCH sponsors.

Updated Wisconsin WIC Program Information Sheet

The updated [Wisconsin WIC Program Information Sheet](#) is posted on the [Guidance Memorandum \(GM\)](#) webpages under GM 9 and GM K for FDCH sponsors.

Translated Materials

The Spanish and Hmong translations of the FFY 2022 HSIS and Household Letter for each component and the updated Wisconsin WIC Program Information & Income Eligibility Guidelines are posted on the [Translated Materials](#) webpage.



REMINDER: Claim Submission Deadlines: Federal regulations impose a claim submission deadline of 60 calendar days after the last day of the month for which the claim applies. For DPI's CACFP Claim Submission Deadlines visit [Claim Submission Deadlines](#).

For DPI's CACFP COVID-19 Information visit [CACFP COVID-19 Information](#).

Program Abbreviation Key

CC: Child Care
AR: At Risk
FDCH: Family Day Care Home
HS: Head Start
ES: Emergency Shelters
SO: Sponsoring Organizations
OS: Outside of School Hours Care
ADC: Adult Day Care
ALL: Applies to all types

The abbreviation key identifies each type of program in the CACFP. Each section above identifies who the information applies to when implementing the CACFP. If your type of program is not listed in a section, it does not apply.

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