



Household Size-Income Record (HSIR) Instructions

Below are instructions on how to complete the Household Size-Income Record (HSIR). This is applicable to Child Care centers, Outside of School Hours centers, Adult Day Care centers, and Head Start sites that enroll both Head Start children and children not enrolled in Head Start.

Programs must use one of the following HSIR forms unless an alternative form was approved by DPI:

- [HSIR \(Excel Version\)](#): Automatically calculates total numbers of Free (F), Reduced (R), and Non-needy (N)
- [HSIR \(Word Version\)](#)

INSTRUCTIONS

1. Include the site number, site name, and dates for the fiscal year at the top of the HSIR.
2. Add participant names to the HSIR:
 - When first starting the CACFP and in October at the beginning of each new Federal Fiscal Year (FY): List all participants currently enrolled in your program in the left column in alphabetical order, last name first.
 - Use FULL names, not initials or nicknames. Names on the HSIR must match names on enrollment forms and attendance records.
 - When new participants enroll during the fiscal year:
 - Word HSIR: Add new names to the bottom of the list
 - Excel HSIR: Add new names alphabetically by inserting rows
 - *Adult Day Care Centers*: only include **eligible** adult participants on the HSIR.
3. When compiling the monthly CACFP claim: Record the need category (F, R, or N) of each participant on the HSIR according to the agency's chosen CACFP enrollment policy.
 - The CACFP enrollment policy is either Monthly Basis or Vacant Opening Basis. An agency's chosen policy is indicated in the CACFP contract on the Site Application page. [Refer to GM 6](#) for more information on the two enrollment policies.
 - When the chosen enrollment policy is Monthly Basis: Review attendance records and mark all participants who attended at least one time within the calendar month on the HSIR as F, R, or N for that month. Participants who did not attend at least one time within the calendar month must not be marked on the HSIR as F, R, or N for that month.
 - When the chosen enrollment policy is Vacant Opening Basis: Review the list of participants enrolled in the program in the calendar month and mark them as F, R, or N on the HSIR for that month. Participants whose enrollment ended in the prior month must not be marked on the HSIR as F, R, or N for that month.
 - A participant is determined as F, R, or N from their valid Household Size Income Statement (HSIS). Participants that have not submitted an HSIS, have submitted an incomplete HSIS, or are determined as non-needy must be included on the HSIR and marked as N.
4. When a participant is no longer enrolled in the program: Do not record the participant's need category (N, R, F) on the HSIR starting the month after their enrollment terminated.
 - Keep the participant's name on the HSIR for the remainder of the FY (October – September). However, do not count the participant as F, R, or N. Draw a line or include a highlight through the month(s) the participant was not enrolled or leave the month(s) blank.
 - Never remove a name from the HSIR during the FY.
5. At the beginning of a new FY (October), start a new HSIR. When listing names, only include participants who are currently enrolled in the first column. Complete steps 1-4 above.

Other Key Points

- The HSIR includes personal information for participants, so it must be kept confidential.
- The HSIR captures enrollment data for an entire fiscal year. Do NOT create a new copy each month.
- Print or save each month as documentation for each month's claim.
- File participant's HSIS in same order as they are listed on the HSIR.



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

- Complete a separate HSIR for each site.
- Participants enrolled at multiple sites must be listed on all applicable HSIRs. They must be marked as F, R, or N on the HSIR according to each site's CACFP enrollment policy.

Head Start Programs that Enroll Non-Head Start Children

Mark Head Start children as Free. Children not enrolled in Head Start must be marked in the need category for which they are approved on their HSIS.