

Household Size-Income Record Reminders (HSIR) (Adult Care Component)

- All eligible adults enrolled at the center must be listed on the HSIR according to your program's enrollment policy even if the participant does not eat or is not claimed for meals
- Use participant's FULL names, not initials or nicknames. Names on HSIR must match names on the enrollment forms and attendance records.
- List participants on the HSIR in alphabetical order, last name first. When using the Excel HSIR, add new participants alphabetically by inserting rows.
 - File Household Size Income Statements (HSIS) in same order as HSIR
- Include need category (F, R, N) from HSIS for each participant 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 HSIS** if a participant leaves the program. Keep HSIS in the same order as they appear on the HSIR for the current year.
- When a participant is no longer considered enrolled in the program, no activity must be indicated for that participant in the first month after he/she has terminated. You may include the date of termination on the HSIR.
 - Draw a line through the categories or leave the month(s) blank
 - Never erase a name from the HSIR
- HSIR is good for one year only. A new HSIR must be completed each FY (starts October 1), following the collection of new HSIS.
- 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 site
- Participants enrolled at multiple sites must be listed on all applicable HSIRs, within the context of each center's enrollment policy