

OSPI CNS Summer Food Service Program

Sponsor Guidance for Determining Eligibility of Confidential Income Statements

Confidential Income Statements are only used at closed enrolled and residential/non-residential camp sites. Site eligibility and child eligibility is determined primarily with the use of Confidential Income Statements in the Summer Food Service Program (SFSP). In order to be considered complete, the Confidential Income Statement must include the following:

Households with children receiving assistance through Basic Food/TANF/FDPIR*	Households with all other children <i>(not receiving Basic Food/TANF/FDPIR)</i>
<ol style="list-style-type: none"> 1. The child's name. 2. The assistance box checked. 3. The assistance case number. <ul style="list-style-type: none"> - Without a case number, the entire form must be completed as noted for "Households with all other children" 4. The name and signature of the adult household member completing the form. <ul style="list-style-type: none"> - A social security number (SSN) is not needed. 	<ol style="list-style-type: none"> 1. The child's name. 2. The names of all other household members. 3. The income of all household members, by source. 4. The name, signature, and SSN of the adult household member completing the form. <ul style="list-style-type: none"> - If the household member does not have a SSN, checking the box indicating this is appropriate.

*TANF – Temporary Assistance for Needy Families

FDPIR – Food Distribution Program on Indian Reservations

To determine how to qualify your site, refer to the site type you plan to operate (noted below).

Closed Enrolled Sites

In order for the closed enrolled site to be eligible, the sponsor must determine that at least 50 percent of the enrolled children qualify for free and reduced-price meals. One of the following documents may be used to identify children eligible for free and reduced-price meals:

- ✓ An approved Confidential Income Statement.
- ✓ A certified list of eligible children from a Local Education Agency.
- ✓ For public/private schools, a copy of the direct certification list.
- ✓ For non-residential Upward Bound sites, Upward Bound applications may be used instead of Confidential Income Statements (must use one or the other, not both).



Confidential Income Statements or one of the other methods noted above must be reviewed and eligibility determinations made before or within the first week of meal service. The use of a roster listing all children enrolled in the program, with their eligibility determinations, must be maintained and available. If less than 50 percent of the enrolled children on the list qualify for free or reduced-price meals, the sponsor must:

- ✓ Recruit more children into the program with the hopes that more of the new recruits will qualify for free or reduced-price meals.
- ✓ Discontinue meal service at this site.
- ✓ Continue to serve meals with the knowledge that they **cannot** be claimed for reimbursement and funds must be available from another source to support the costs of these meals.

Residential/Non-Residential Camps

Sponsors of residential/non-residential camps are reimbursed only for meals served to children who are eligible for free and reduced-price meals. You must have an approved Confidential Income Statement on file for each child served a meal that is claimed for federal reimbursement. Upward Bound applications may be used instead of Confidential Income Statements at Upward Bound sites.

Confidential Income Statements should be reviewed and an eligibility determination made prior to the beginning of the camp session the child is attending.

Confidential Income Statement Definitions

1. Household: All persons, related and unrelated, who live in the household and are sharing living expenses (children, parents, grandparents, friends, etc.) Foster children living in the household may also be included.
2. Foster child: A child living with a household who remains the legal responsibility of the welfare agency or court. *A foster child is automatically considered eligible for meal benefits.*
3. Emancipated child: A child who is determined as emancipated by the state and lives alone or as a separate economic unit. *An emancipated child is considered a family of one.* If the child is living with relatives or friends as one economic unit, then all income and household members **MUST** be included to determine eligibility.
4. Child living with relatives or friends of the family: This child is considered to be a member of the household with whom the child resides as no specific welfare agency or court is legally responsible for the child.
5. Family members living apart: These individuals are considered household members if living away from the household on a temporary basis, such as children away at college. However, family members living overseas or not living with the household for an extended period of

time are not considered members of the household for purposes of determining eligibility. Any money made available by them or on their behalf for the household is considered as income to that household.

Note: United States Department of Agriculture has established a permanent exception to the policy regarding the determination of household income and site for deployed service members. The deployed service member will continue to be considered a household member. However, only that portion of the deployed service member's income made available by them or on their behalf to the household will be counted as income to the household.

6. Reportable income: Any money that is received on a recurring basis. Income reported must be gross income (i.e., all income before such deductions as income taxes, employee's social security taxes, insurance premiums, and bonds). The following is considered income:
 - ✓ Earnings from work: wages, salaries, tips, commissions, net income from self-owned businesses and farms, strike benefits, unemployment compensation, and workers' compensation.
 - ✓ Welfare/child support/alimony payments (not Basic Food benefits).
 - ✓ Payments from pensions, retirements, and social security including Supplemental Security Income (SSI) and veteran's payments.
 - ✓ Rental income.
 - ✓ Annuities.
 - ✓ Net royalties.
 - ✓ Disability benefits.
 - ✓ Interest.
 - ✓ Dividend income.
 - ✓ Cash withdrawn from savings.
 - ✓ Regular contributions from persons not living in the household.
 - ✓ Other cash income.
7. Seasonal workers, such as migrant workers, may provide income received in the prior year if this would reflect the household's current rate of income. Reporting current income for these households would distort their actual circumstances.
8. The earnings for children who work full- or part-time are counted as part of the household's income.
9. In cases where wages are garnished, the total gross income must be considered regardless of whatever portions are garnished or used to pay creditors.
10. Income received as alimony or child support payments must be considered as income to the household; however, money paid for child support or alimony is not deducted from gross income.