

# OSPI CNS Child and Adult Care Food Program Reference Sheet

## Monthly Participant Eligibility—Adult Care

### Requirements

Institutions in Washington state are reimbursed based on a monthly claiming percentage; the ratio of the number of enrolled participants in an institution in each reimbursement category (free, reduced-price or paid) to the total of enrolled participants at each site. Claiming percentages for each site are then applied to the monthly total number of meals, by type, served to participants and multiplied by the assigned rate of reimbursement for each meal type [7 CFR 226.11\(c\)\(5\)\(ii\)](#).

### Monthly Participant Eligibility Process

1. Distribute the **Sample Income Eligibility Participant Letter** along with the **Income Eligibility Application (IEA)** to participants as they start to attend.
2. Collect completed IEAs, determine each participant's eligibility and sign/date the form.
3. Use the **Participant Eligibility Roster** (*required form*) to track:
  - a. Name of participant
  - b. Date enrolled (first attended)
  - c. Submission of an IEA
  - d. Eligibility Dates (IEA effective/expiration dates)
  - e. Participant Eligibility (free/reduced-price/above scale)
  - f. Date participant disenrolled (last day attended)
  - g. Participant Eligibility for each month
  - h. **For Profit Institutions Only:** for-profit eligibility for each month
4. Use the **Participant Eligibility Report** (*optional form*) for monthly claims for each site to track:
  - a. Participants in attendance during the month
  - b. Eligibility Dates (EIEA effective/expiration dates)
  - c. Participant Eligibility (free/reduced-price/above scale)
  - d. Calculate monthly participation total (free/reduced-price/above scale)
  - e. **For Profit Institutions Only**— Determine if for-profit eligibility is met. For-profit centers must have at least 25% free/reduced-price participants in attendance-

based license capacity or total attendance, whichever is less. If eligibility is not met, a claim cannot be submitted for that site for the claim month.

\* If another method is in place to track month participant eligibility, the OSPI Participant Eligibility Report does not need to be used.

5. Enter monthly participant eligibility totals into WINS for each site when entering your monthly claim.
6. Keep documentation of monthly participant eligibility on file for 3 years plus the current fiscal year. This documentation does not need to be submitted to OSPI; however, a sample of this documentation will be requested when OSPI conducts an Administrative Review.

## **Reference**

- [CFR Part 226-CACFP](#)

## **Resources**

- [Income Eligibility Application](#)
- [Sample Income Eligibility Participant Letter](#)
- [Monthly Participant Eligibility Tip Sheet-Adult](#)
- [Participant Eligibility Roster](#)
- [Participant Eligibility Report](#)

## **Acronym Reference**

- CACFP – Child and Adult Care Food Program
- CFR – Code of Federal Regulations
- CNS – Child Nutrition Services
- OSPI – Office of Superintendent of Public Instruction
- WINS – Washington Integrated Nutrition System