

Sponsors of Unaffiliated Centers

CACFP Monthly Participant Eligibility (MPE) Verification Tool

This guidance aligns with the Office of Superintendent of Public Instruction's (OSPI) procedures for reviewing Monthly Participant Eligibility for affiliated Sponsors. Sponsors of Unaffiliated Centers may use this tool and are encouraged to align with the state agency practices for similar systems across the state. Sponsors should **not be** more lenient than the state agency.

* If changes or updates are needed to complete Enrollment, Income, Eligibility Applications (EIEAs), it is best practice to have families complete a new EIEA instead of updating the current form. For minor clarification on a completed EIEA, Sponsors may make the update if they initial, date and list the individual who provided the updated information. An example of when minor updates may be appropriate is clarification of a Basic Food Number, or to add a social security number.

Technical Assistance (TA)- Provide TA to center director when indicated.			
Eligibility Change Category (ECC)- Change in participant's eligibility is needed.			
Monthly Participant Eligibility	TA	ECC	Details
Ensure EIEAs and enrollment forms have complete CACFP enrollment info: days/hours of care, meals, address and/or phone #.	x		EIEAs are still valid without this information. Provide TA to the center to spot check theses when returned.
EIEAs have electronic signatures, forms are collected through a virtual platform, and the center does not have an approved procedure.		x	Centers who collect EIEAs through a virtual platform with electronic signatures must have a Sponsor approved procedure in place. When centers collect EIEAs with electronic signatures without having an approved procedure, all EIEAs collected in this manner would be invalid. • Move all EIEAS with electronic signatures to above scale for the current MPE. • Request the center submit their electronic signature procedure for approval • Collect new EIEAs, OR request families provide a wet signature/date on new EIEAs. <i>If EIEAs with electronic signatures are not collected through a virtual platform (physical form is collected), these forms are considered valid and may be used.</i>

Sponsors of Unaffiliated Centers

CACFP Monthly Participant Eligibility (MPE) Verification Tool

Technical Assistance (TA)- Provide TA to center director when indicated.			
Eligibility Change Category (ECC)- Change in participant's eligibility is needed.			
Monthly Participant Eligibility	TA	ECC	Details
Portions of EIEA appear to be completed by the center director (electronic or handwritten).	x	x	Clarify all EIEA information was completed by the family. Provide TA if completed by the center, provide new forms for the families to complete. Move children to AS until new EIEAs are received.
Not all enrolled children in the household are listed in the enrollment section of the EIEA, however they are listed with all family members.	x		If family qualifies for free or reduced-price meals based on income or benefits, all children in the household qualify. Provide TA to center to spot check forms for completeness.
Not all children listed in the enrollment section of the form are listed with all household members.	x		Add the children listed in the enrollment section with the household members when calculating the total income. Do not alter the form. TA to center to spot check forms for completeness.
Head Start or ECEAP reports are not provided.		x	All children without a verified Head Start or ECEAP report must move to AS.
EIEA is categorized based on income, but missing SS#, income is left blank or missing income frequency.		x	Ask family for a new EIEA or clarification on current form. If not provided, move EIEA to above scale.
EIEA is categorized based on benefits, but missing case number or includes incorrect case number.		x	Ask family for a new EIEA or clarification on current form. Move EIEA to above scale.
No institution (Sponsor) signature and/or date		x	EIEA's that do not have the Institution Signature/Date (Sponsor sig/date), are invalid. Sponsors may sign these when the mistake is noticed if within 12 months of the family completing the form. Backdating cannot be done and the EIEA is effective from the Sponsor Signature date.
No parent date	X		If the form is signed, but no date is provided, the effective date would default to the Sponsor signature date and the form is still valid. Provide TA to spot check these as they are returned.
No parent signature		x	Ask family to sign and date the form. They cannot backdate. The Institution (Sponsor) signature/date must be after the family has provided their signature/date. If no parent signature is provided, move EIEAs to above scale
Using Parent signature date as the effective date, but Sponsor does not sign the form in the same month as the parent or in the immediately following month.		x	Sponsor must sign in the same month as the parent or the immediately following month. If not, the institution date (Sponsor date) must be used as the effective date.

Sponsors of Unaffiliated Centers

CACFP Monthly Participant Eligibility (MPE) Verification Tool

Technical Assistance (TA) - Provide TA to center director when indicated.			
Eligibility Change Category (ECC) - Change in participant's eligibility is needed.			
Monthly Participant Eligibility	TA	ECC	Details
Participant is in attendance but not on MPE report.		x	Add participant to the report, request EIEA if not provided. If no EIEA is on file for the claim month, move participant to above scale.
Infants are enrolled, but they are not on the MPE report.		x	Add infants to the report, if no EIEA on file for the claim month, move infant(s) to above scale.
Participant is on MPE report but not in attendance.		x	Remove participant from Monthly Participant Eligibility Report.
Expired EIEAs are used for the claim month.		x	Move participants with expired EIEAs to above scale.
Some EIEAs or Enrollment forms were not on file for participants during the claim month.		x	All participants without EIEAs would move to above scale.
EIEAS were saved digitally, and only the first page was scanned.	x		Note: EIEA source documentation must include both page 1 and page 2. If digitally saved and paper copies are not retained, both pages must be scanned and saved electronically. Provide TA to the center to save/retain both pages.
Children who attend the At-Risk Program were listed on the MPE Report.		x	Remove all school age children who only attended after the school day ended during the claim month from the MPE report.