



## State of New Jersey

DEPARTMENT OF AGRICULTURE  
DIVISION OF FOOD AND NUTRITION  
PO Box 334  
TRENTON NJ 08625-0334

PHILIP D. MURPHY  
*Governor*  
SHEILA Y. OLIVER  
*Lt. Governor*

DOUGLAS H. FISHER  
*Secretary*

### CHILD AND ADULT CARE FOOD PROGRAM (CACFP) 2019 MEAL BENEFIT FORMS

USDA requires a current and complete CACFP eligibility application for all participants determined in the free or reduced eligibility categories. Therefore, institutions must annually collect eligibility applications from each enrolled participant and ensure that eligibility documentation is current, complete, and properly determined in order to receive correct reimbursement rates and proper payments. **Current** means that the eligibility application is signed and dated by parents or guardians within the last 12 months, documented on the current year eligibility application, and determined properly by the current household income scale on the back of each application. The parent or guardian signature and date must be completed to verify that the forms on file are current. **Incomplete, outdated, and missing applications must be classified in the "paid" eligibility category, resulting in the lowest rate of reimbursement paid to your agency for those applications.**

Because the eligibility information is the basis for determining reimbursement rates, it is important that you establish step-by-step procedures for collecting, reviewing, determining, and maintaining household size and gross income documentation for each participant claimed as eligible for the free or reduced rate of reimbursement. It is your responsibility to ensure that this information is complete, and the application is properly determined in order to receive the correct reimbursement rate for each meal and proper payment. Failure to do so could result in incorrect rates of reimbursement, improper payments, and the assessment of an overclaim against your sponsorship.

For your convenience, we have also included the Spanish translation of the following Meal Benefit Forms:

- Meal Benefit Form Instructions
- Letter to Households
- Meal Benefit Form
- Income Eligibility Guidelines

In addition to the hard copy of the Spanish translation, Meal Benefit Forms are available in (18) other languages online and you may view and/or print these forms by visiting the following web site:

[http://www.fns.usda.gov/cnd/care/Benefit\\_Forms/Translations.htm](http://www.fns.usda.gov/cnd/care/Benefit_Forms/Translations.htm)

Note that your institution must serve the same meals at no separate charge to all participants enrolled in the Child and Adult Care Food Program regardless of race, color, national origin, sex, age, religious creed, disability, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA, and that there is no discrimination in the meal service, admissions policy, or use of any Child and Adult Care Food Program facility.

If you have any questions regarding this information, please call the Child and Adult Care Food Program office at (609) 984-1250.

**Note:** Failure to maintain current eligibility documentation for each participant will result in an overclaim to your sponsorship for any meals claimed for which proper documentation is not available.