



# Illinois State Board of Education

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## MEMORANDUM NUTRITION PROGRAMS DIVISION

**DATE:** June 6, 2008

**TO:** Authorized Representatives of Head Start Programs

**FROM:** Christine Schmitt  
Division Administrator

**SUBJECT:** Changes in Eligibility Criteria for Free Meals in CACFP

The recent passage of *The Improving Head Start for School Readiness Act of 2007* (Public Law 110-134) changes the eligibility criteria for free meals in the Child and Adult Care Food Programs. Effective December 12, 2007, all children enrolled in Head Start are automatically eligible for free meals without further application or eligibility determination. Therefore, even an enrollee in Head Start who is not from a household with an income at or below the Head Start poverty level is automatically eligible for free meals.

Since we just received this information and this Act went into effect December 12, 2007, Head Start programs are being given the opportunity to revise the claims back to Wednesday, December 12, 2007. Meals claimed for children enrolled in Head Start in the paid and reduced-price categories can all be claimed free. **The deadline to revise these claims is September 30, 2008.**

Revised claims must be submitted online through the ISBE (Illinois State Board of Education) Application and Claim Entry System (ACES). To revise the claims:

- 1) Select a month and open each Site Claim that needs to be revised.
- 2) Increase the number of free meals for the enrolled children who became eligible for the free meals on December 12, 2007.
- 3) Decrease the corresponding number of reduced and paid meals.
- 4) Update the number of free, reduced, and paid eligibles accordingly.
- 5) Click *Submit for Consolidation*.
- 6) After revising each Site Claim for a particular month, open the Sponsor Claim and click on the *Recalculate* button which should pull in the changes made to the Site Claim(s).
- 7) Please include a note in the comments area that indicates that you are revising the claim due to the new Head Start eligibility.
- 8) Submit the Sponsor Claim to ISBE.

Revised claims submitted more than 90 days after the end of the claiming month will go into *Waiting for Approval* status. ISBE staff will confirm the changes are valid and then process the claim.

The *Head Start—Master List of Enrolled Children* (ISBE Form 65-10) has been updated for the upcoming school year and should be used and maintained to document enrolled children. Continue to record meal participation at each meal service when it can be determined a child received a reimbursable meal. All reimbursable meals served to children enrolled in Head Start may be claimed at the free rate.

If you have questions or concerns about eligibility, please contact Jeanne Lavanger, Janet Campbell, or Mary Ann Brown at 800-545-7892. If you have questions concerning submitting revised claims, please contact Funding & Disbursements at 217-782-5256.