



CACFP Tuesday Talks: Household Size Income Statements (HSIS) Questions and Answers

The following are questions asked during the CACFP Tuesday Talks: Household Size Income Statements webinar, including those that could not be answered during the allotted webinar time.

- 1. What if families refuse to fill out the income statement?**
Families are not required to complete the HSIS. When a family does not complete the form, the household is determined as non-needy, and the participant must be marked as non-needy on the HSIR.
- 2. Can we highlight the required areas to be completed on the HSIS?**
Yes. Programs can highlight areas on the HSIS to be completed, such as the names of participants, Part I, Part 2, Household Signature and Signature Date areas.
- 3. We allow families to write "Above" or "NA" on part 2 if they know they are above the income level for their family size. Can we still do this?**
Yes. When a family knows their household income is higher than the amount to qualify for free or reduced, the family can record "Above" or "NA" in Part 2.
- 4. Can we write in the participant's names and the center name at the top of the HSIS?**
Yes; however, be sure to include all enrolled participants, including their first and last names.
- 5. What do I do if a family turns in an incomplete income statement, but I get the information before the end of the month? Do I have to claim that participant as NN for that first month?**
Let's use an example to answer this question. If you receive an income statement from a family on January 8, but it is missing information so you are unable to determine it. At that time, you should contact the household (via phone or at drop-off or pick-up) and either ask them for the missing information (if over the phone) or ask them to complete the HSIS with the missing information. If this is completed and you determine the participant as free or reduced by January 31st, you can claim them as free or reduced on the January claim. If you do not get the information or you do not determine the HSIS prior to Jan. 31st, then you claim the participant as Non-needy for January and any future months until you get the needed information and determine the HSIS.
- 6. Can I have a household re-sign their previous HSIS stating that information is still correct in order to extend the HSIS for another year?**
No, households must complete a new HSIS each year using the most current Fiscal Year form.
- 7. Do I need an HSIS for each enrolled participant or one per household?**
You can do either of these, but it is recommended to only collect one HSIS per household so families have fewer forms to complete and there is a decreased chance for errors when your program determines the HSIS.

- 8. For families that have children with different last names, should I get an HSIS for each child or can I have one for the household where they all reside?**

You can get one HSIS for all children – as long as all enrolled children are listed with their first and last names at the top of the HSIS. If you file the forms alphabetically, you can make a copy of the HSIS to file in the correct place.

- 9. If I normally send out new income statements to all enrolled families in September each year, what do I do with the families who recently enrolled in July? Should I get a new HSIS for them in September or wait until July when their form will expire?**

Programs are encouraged to collect new HSIS from each household at the same time each year. This will reduce the chance of reporting a participant in the Free or Reduced category with an expired HSIS, i.e., more than 13 months old. In this situation, if the participants that enrolled in July are not included in the same cycle as all of the other participants in September, and you forget to get a new HSIS for them the next July, you could accidentally count them as free or reduced in August when their HSIS expired in July.

- 10. Can we get families to pay for meals if they refuse to give the information on the HSIS?**

No. Programs must offer the CACFP to all enrolled participants regardless of income status or if they have completed the forms.