

**COMMONWEALTH OF PENNSYLVANIA**  
**DEPARTMENT OF EDUCATION**  
**Bureau of Budget and Fiscal Management**  
September 15, 2004

**MEMORANDUM**  
**CACFP2004-3**

**SUBJECT: FOOD STAMP/TANF GUIDANCE**

**TO:** Child and Adult Care Food Program Sponsors

**FROM:** Susan A. Master, Administrator  
Child and Adult Care Food Program  
Division of Food and Nutrition

In our memo numbered CACFP2003-5 and dated April 21, 2003, the Division of Food and Nutrition (DFN) notified Child and Adult Care Food Program (CACFP) sponsors regarding approving households for free meals based on Food Stamp or Temporary Assistance for Needy Families (TANF) eligibility. The policy required that households provide their nine-digit case number assigned by the County Assistance Office (CAO) to receive free meals without providing household size and income information. It was established that Medicaid and EBT Access card numbers were not acceptable.

Since this time, it has come to our attention that not all CAOs issue nine-digit food stamp or TANF numbers. We are, therefore, amending our policy as follows:

1. When a household provides a nine-digit food stamp or TANF number with the first two numbers representing the county of issuance, sponsors may accept this at face value and approve participants from this household for free meals.
2. If the food stamp or TANF number is less than nine-digits, sponsors must verify the validity of the provided number prior to approving participants for free meals. When awarded food stamp and/or TANF benefits, the CAO issues a letter entitled "Notice to Applicant." This letter details the benefits the family is receiving and the expiration date for these benefits. A copy of the letter should be attached to the Income Eligibility Application.
3. If the food stamp or TANF number is less than nine-digits and sponsors are unable to verify the validity of the provided number, sponsors are to require income and household size information and proceed in approving the application using this information in lieu of the provided food stamp or TANF number.

Sponsors are also reminded that the Social Security Numbers for all household adults with income are required when collecting information on the Income Eligibility Applications. Without the Social Security Numbers, the Income Eligibility Application is incomplete and meals for participants from the household may only be claimed in the paid category and then only if a completed enrollment form is on file. This error is proving to be costly to sponsors claiming meals in the free or reduced-price category without Social Security Numbers when administrative reviews are conducted and meals

must be moved to the paid category. Sponsors are encouraged to assure families that this information is confidential and will not be shared or used for purposes other than with the CACFP.

Thank you for your continued participation in the CACFP. If you have questions, please call me at (800) 331-0129, Extension 627837, or e-mail me at [smaster@state.pa.us](mailto:smaster@state.pa.us).

cc: CACFP Staff  
Joyce Soroka  
Field Services