

**CHILD AND ADULT CARE FOOD PROGRAM  
MEAL BENEFIT INCOME ELIGIBILITY FORM (Child Care)  
FISCAL YEAR 2012**

**CACFP MEAL BENEFIT INCOME ELIGIBILITY LETTER  
(CHILD CARE CENTER)**

Dear Parent/Guardian:

This letter is intended for parents or guardians of children enrolled in a child care center. This center offers healthy meals to all enrolled children as part of our participation in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in child care. A household with income less than or equal to the income chart for reduced-priced meals below is eligible for free or reduced-priced meals:

Household size	Yearly
1	\$20,147
2	\$27,214
3	\$34,281
4	\$41,348
5	\$48,415
6	\$55,482
7	\$62,549
8	\$69,616
Each additional person:	\$ 7,067

Please help us comply with the requirements of the CACFP by completing the attached Meal Benefit Income Eligibility Form. In order for the center to be considered eligible for free and reduced-price meals based on income, an application must contain complete documentation of eligibility information including total current household income, names of all household members, the social security numbers of the household member who signs the application, and the date and signature of the adult household member who completed the application. The information will be kept confidential and only available to staff directly connected with administering the CACFP.

If a child is a foster child or a member of a SNAP or FDPIR household or is a TANF recipient, the child is automatically eligible to receive free Program meal benefits, subject to the completion of this application. If a child is a Head Start participant, the child is automatically eligible to receive free Program meal benefits, subject to submission by Head Start officials of a Head Start statement of income eligibility documentation. Family members who become unemployed are eligible for free or reduced-price meals during the period of unemployment; provided that the loss of income causes the family income during the period of unemployment to be within the eligibility for those meals.

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**Privacy Act Statement (This explains how we will use the information you give us):** The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve the participant for free or reduced price meals. You must include the last four digits of the Social Security Number of the adult household member who signs the application. The Social Security Number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information to determine if the participant is eligible for free or reduced price meals, and for administration and enforcement of the Program.

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**Non-discrimination Statement (This explains what to do if you believe you have been treated unfairly):** "In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

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**PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM**

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<b>Part 1. All Household Members (including enrolled children):</b>		
Names of all household members (First, Middle Initial, Last)	CHECK IF A FOSTER CHILD (THE LEGAL RESPONSIBILITY OF A WELFARE AGENCY OR COURT). * IF ALL CHILDREN LISTED BELOW ARE FOSTER CHILDREN, SKIP TO PART 5 TO SIGN THIS FORM.	CHECK IF NO INCOME
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

**Part 2. Benefits:** If any member of your household receives SNAP, FDPIR, or TANF, provide the name and case number for the person who receives benefits. **If no one receives these benefits, skip to part 3.**

NAME: \_\_\_\_\_ CASE NUMBER: \_\_\_\_\_

**Part 3.** If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your school, homeless liaison, or migrant coordinator Homeless  Migrant  Runaway

**Part 4. Total Household Gross Income (income before any deductions) You must tell us how much and how often:**

A. Name (List only household members with income)	B. Gross income and how often it is received: identify weekly, every other week, monthly, yearly...			
	1. Earnings from work before deductions	2. Welfare, child support, alimony	3. Pensions, retirement, Social Security, SSI, VA benefits	4. All Other Income
	how much/how often	how much/how often	how much/how often	how much/how often
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____
	\$ ____/____	\$ ____/____	\$ ____/____	\$ ____/____

**Part 5. Signature and last four digits of Social Security Number:** An adult household member must sign this form. **If Part 3 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or write the word None if the signer doesn't have a Social Security Number.** (See Privacy Act Statement on the back of this page.)

*I certify that all information on this form is true and that all income is reported. I understand that the center will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.*

Sign here: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Last four digits of Social Security Number: \* \* \* \* - \* \* \* - \_\_\_\_\_ If no SSN, write the word "NONE" \_\_\_\_\_

**Part 6. Participant's ethnic and racial identities (optional):**

Mark one ethnic identity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino	Mark one or more racial identities: <input type="checkbox"/> Asian <input type="checkbox"/> White <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
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**Don't fill out this part. This is for official use only:**

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12

Total Income: \_\_\_\_\_ Per:  Week,  Every 2 Weeks,  Twice A Month,  Month,  Year Household size: \_\_\_\_\_

Categorical Eligibility: Free \_\_\_\_\_ Reduced \_\_\_\_\_ Paid \_\_\_\_\_

Foster Child Eligibility: Free \_\_\_\_\_

Determining Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Confirming Official's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Instructions For Completing The CACFP Meal Benefit Income Eligibility Form**

**Follow these instructions, if your household gets SNAP, TANF or FDPIR:**

- Part 1:** List all household members including children in childcare.  
**Part 2:** List the case number for any household member receiving SNAP or TANF or FDPIR benefits.  
**Part 3:** Skip this part.  
**Part 4:** Skip this part.  
**Part 5:** Sign the form. The last four digits of a Social Security Number is not necessary.  
**Part 6:** Answer this question if you choose.

**Follow these instructions, if you are applying on behalf of a FOSTER CHILD, follow these instructions:**

**If all children you are applying for are foster children, or if you are only applying for benefits for the foster child:**

- Part 1:** List all foster children. Check the box indicating that the child is a foster child.  
**Part 2:** Skip this part.  
**Part 3:** Skip this part.  
**Part 4:** Skip this part.  
**Part 5:** Sign the form. The last four digits of a Social Security Number is not necessary.  
**Part 6:** Answer this question if you choose.

**If some of the children in the household are foster children:**

- Part 1:** List all household members. For any person (including children) with no income, you must check the "No Income Box." Check the box if the child is a foster child.  
**Part 2:** If the household does not have a case number, skip this part.  
**Part 3:** If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call your school, homeless liaison, or migrant coordinator. ***If not applicable, skip this part.***  
**Part 4:** Follow these instructions to report total household income from this month or last month:  
**Column A – Name:** List only the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends who lives in the home) with income. Include yourself and all children living with you. Attach another sheet of paper if needed.  
**Column B – Gross Income and How Often it was Received:** for each household member, list each type of income received for the month. You must tell us how often the money is received – weekly, every other week, twice a month or monthly:  
**In Box 1:** List the **gross income**, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your stub or your boss can tell you.  
**In Box 2:** List the amount each person got from the month from welfare, child support, alimony.  
**In Box 3:** List retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits.  
**In box 4:** List ALL OTHER INCOME SOURCES including Worker's Compensation, unemployment, strike benefits, regular contributions from people who do not live in your household, and any other income. For ONLY the self-employed, under *Earnings From Work*, report income after expenses. This is for your business, farm or rental property. Do not include income from SNAP, FDPIR, WIC or Federal education benefits. If you are in the Military Housing Privatization Initiative or get combat pay, do not include this housing allowance as income.  
**Part 5:** Adult household member must sign the form and list the last four digits of the Social Security Number.  
**Part 6:** Answer this question if you choose.

**ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:**

- Part 1:** List all household members. For any person (including children) with no income, you must check the "No Income Box."  
**Part 2:** Skip this part.  
**Part 3:** Skip this part.  
**Part 4:** Follow these instructions to report total household income from this month or last month.  
**Column A–Name:** List only the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends who live in the home) with income. Include yourself and all children living with you. Attach another sheet of paper if needed.  
**Column B – Gross Income and How Often it was Received:** for each household member, list each type of income received for the month. You must tell us how often the money is received – weekly, every other week, twice a month or monthly:  
**In Box 1:** List the **gross income**, not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your stub or your boss can tell you.  
**In Box 2:** List the amount each person got from the month from welfare, child support, and alimony.  
**In Box 3:** List retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits.  
**In box 4:** List ALL OTHER INCOME SOURCES including Worker's Compensation, unemployment, strike benefits, regular contributions from people who do not live in your household, and any other income. For ONLY the self-employed, under *Earnings From Work*, report income after expenses. This is for your business, farm or rental property. Do not include income from SNAP, FDPIR, WIC or Federal education benefits. If you are in the Military Housing Privatization Initiative or get combat pay, do not include this housing allowance as income.  
**Part 5:** An adult household member must sign the form and list the last four digits of his or her Social Security Number.  
**Part 6:** Answer this question if you choose.