



**Child and Adult Care Food Program
INSTRUCTIONS FOR COMPLETING THE INCOME ELIGIBILITY FORM**



Name of Facility / Center / Site / Home Provider (Last, First, Middle Initial):	Facility / Center / Site / Home Provider EPICS ID:	Phone Number () /
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PARTICIPANT INFORMATION:

List name of all enrolled participants that you are applying for which are in care.

List each enrolled participant’s date of birth.

If you are applying for a foster child, list only one foster child per form. A foster child may be eligible for free meals regardless of household income.

Child Care Centers: If the participant enrolled is in a Child Care Center and receives benefits through Supplemental Nutrition Assistance (SNAP), (*formerly food stamps or Food Distribution Program on Indian Reservation (FDPIR)*), please indicate the appropriate **case number** in the spaces provided and sign the form. Do not use the number on your card. You do not need to complete household and income information.

Adult Day Care Centers: If the participant enrolled is in an Adult Daycare Center and receives benefits thru Supplemental Nutrition Assistance (SNAP) formerly, food stamps, Food Distribution Program on Indian Reservation (FDPIR), Supplemental Security Income (SSI) or Medicaid, please indicate the appropriate **case number** in the spaces provided and sign the form. Do not use the number on your card. You do not need to complete household and income information.

If you do not receive benefits and have no case number for participants enrolled at the center, you must complete all parts of the IEA (Household and Income information).

HOUSEHOLD AND INCOME INFORMATION

Not required to be completed if case# is provided above.

List all household members. A household is a group of related or unrelated individuals who are living as one economic unit (i.e. sharing living expenses).

Provide the most current income by source for all household members. This can be based on the most recent information the month prior to completing the application.

Reported income needs to be reported on the same. The income reported on the application must include all income before taxes and before other deductions.

A foster child, defined as a ward of the court or welfare agency. Only the foster child’s “personal use” income is listed.

Personal use income includes:

- Funds that are specified by the welfare agency as being for the personal use of the child. (If no funds are specified, the funds received from the welfare agency are not to be considered as income. Record “0” on personal income.)
- Money received from any source. This includes, but is not limited to, funds received from trust accounts, from the child’s family, and earnings from the child’s employment other than occasional or part-time jobs.

SIGNATURE

The adult family member completing the application must sign and date the application.

If the enrolled participant is not a recipient of benefits and has not provided a case number, the adult family member signing the application must provide a social security number.

If you do not have a social security number, check the “box” provided. Otherwise, failure to provide the social security number (if you have one) will make the Income Eligibility Application invalid and will reduce the level of CACFP reimbursement your family’s Child Care Center receives for meals served to the children and/or adult participants enrolled for care in their center.



Child and Adult Care Food Program INCOME ELIGIBILITY APPLICATION



Name of Facility / Center / Site / Home Provider (Last, First, Middle Initial):	Facility / Center / Site / Home Provider EPICS ID:	Phone Number () /
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In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: 1) mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider.

Instructions: Complete this form and return to the Facility / Center / Site / Home Provider
(Check if applicable for Enrolled Participant)

ENROLLED PARTICIPANT INFORMATION:

First:	Last:	DOB:	Child Care Centers:	Adult Daycare Centers:	Case #:
_____	_____	_____	<input type="checkbox"/> Foster Child? <input type="checkbox"/> SNAP <input type="checkbox"/> FDPIR	<input type="checkbox"/> SSI <input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/> Foster Child? <input type="checkbox"/> SNAP <input type="checkbox"/> FDPIR	<input type="checkbox"/> SSI <input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/> Foster Child? <input type="checkbox"/> SNAP <input type="checkbox"/> FDPIR	<input type="checkbox"/> SSI <input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/> Foster Child? <input type="checkbox"/> SNAP <input type="checkbox"/> FDPIR	<input type="checkbox"/> SSI <input type="checkbox"/>	_____
_____	_____	_____	<input type="checkbox"/> Foster Child? <input type="checkbox"/> SNAP <input type="checkbox"/> FDPIR	<input type="checkbox"/> SSI <input type="checkbox"/>	_____

If Enrolled Participant is a Foster Child: Please list the amount of the child's "personal use" monthly income (if no personal income, record "0"): _____

HOUSEHOLD INFORMATION:

List the first and last name of each person living in the household, related or not (such as grandparents, other relatives, or friends who live in the household). Include yourself and all children over the age of 13 living with you. (Please use additional forms if more lines are required).

First:	Last:	First:	Last:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Total Number in Household: _____

HOUSEHOLD INCOME: Please indicate source and amount of current income for all members of your household. Please follow the definition of income specified in the standards for determining free and reduced-price eligibility in your parent letter. If you receive more than one check from any of these sources, please indicate the total **monthly** amount received.

Wages / Salary: \$ _____	Child Support: \$ _____	Social Security: \$ _____	Pension/Retirement: \$ _____
Unemployment: \$ _____	Other Income: \$ _____	Total Income: \$ _____	<input type="checkbox"/> Monthly

PENALTIES FOR MISREPRESENTATION: I certify that all the above information is true and correct and that the food stamp or FDPIR number is correct or that all income is reported. I understand that this information is being given for the receipt of Federal funds; that institution officials may verify the information on the statement and the deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws.

_____	_____	<input type="checkbox"/> Check if no SS#	_____
Signature of Adult Family Member	Last Four Digits of Social Security Number*		Date

Privacy Act Statement:

This explains how we will use the information you give us. The Richard B. Russell National School Lunch Act requires that, unless the participant's food stamp or FDPIR number is provided, you must include the social security number of the household member signing the statement or an indication that the household member signing the statement does not possess a social security number. Provision of a social security number is not mandatory, but if a social security number is not provided or an indication is not made that the adult household member signing the statement does not have one, the statement cannot be approved. The social security number may be used to identify the household member in carrying out efforts to verify the correctness of the information on the statement. These verification efforts may be carried out through program reviews, audits, and investigations and may include contacting employers to determine income, contacting a food stamp or FDPIR office to determine current certification for receipt of SNAP (food stamp) or FDPIR benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by the household member to verify the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal action if incorrect information is reported.

FOR SPONSOR'S USE ONLY

<input type="checkbox"/> Child Day Care Center	<input type="checkbox"/> Adult Day Care Center	<input type="checkbox"/> Approved Free	<input type="checkbox"/> Approved Reduced	<input type="checkbox"/> Paid
<input type="checkbox"/> Home Provider Tier I Eligibility	Verified by: <input type="checkbox"/> Tax Return <input type="checkbox"/> W-2 <input type="checkbox"/> Pay Stubs <input type="checkbox"/> Other	Date Verified: _____		
<input type="checkbox"/> Home Provider Child(ren) Tier I Eligibility	Verified by: <input type="checkbox"/> Household Income <input type="checkbox"/> Categorically Eligible	School Name / District: _____		
<input type="checkbox"/> Home Provider or Child(ren) TIER I Ineligible				

_____	_____	_____	_____
Signature of Facility / Center / Site Representative / Home Provider	Name of Facility / Center / Site Representative / Home Provider	Approving Date	Date Disenrolled

* Complete Social Security Number is not required for CACFP Participation, only the last four digits are required.