



CHILD AND ADULT CARE FOOD PROGRAM

2018-2019 Provider Income Eligibility Form (IEF) Letter

Dear Family Child Care Home Provider:

If your household income is within the income guidelines outlined on page 5, you are eligible to claim meals on the Child and Adult Care Food Program (CACFP) at the higher Tier I rates for all children enrolled in your child care, including your own. To claim reimbursement for your own child(ren) up to the age of 13, at least one enrolled child care child must be eating the meal and be claimed at the same time.

For purposes of this form, a household is defined as a group of related or unrelated individuals who are living as one economic unit and who share housing and all significant income and expenses.

Information that you give us on the enclosed IEF is confidential.

You do not need to complete the IEF if:

- Your child care home is eligible for the higher Tier I rate based on the area in which you live.
- You do not want to receive the higher Tier I reimbursement rates for meals served to children enrolled in your child care.
- Your income is higher than the limit indicated for your household size under the income guidelines on page 4.
- You do not have children living in your household or do not want to claim meals served to children living in your household.
- Children living in your household are too old to be claimed on the Program (13 years or older).

You may claim all children enrolled in your child care at the higher Tier I rates if:

- Your household income is at or below the limit indicated for your household size on page 5 (even though you have no eligible children of your own).
- A household wage earner becomes unemployed and the loss of income places you at or below the limit indicated for your household size on page 5.

You may claim children living in your household if:

- Your household income is at or below the limit indicated for your household size on page 5.
- A household wage earner becomes unemployed. You may be eligible to claim children living in your household during the period of unemployment if the loss of income places you at or below the limit indicated for your household size on page 5.

Other Source Categorical Eligibility:

Children may be classified as categorically eligible through Other Source Categorical Eligible designation such as homeless, runaway, or migrant, a foster child, or a child(ren) enrolled in a federally funded Head Start or Even Start Program.

- The child is a foster child, who is the responsibility of the State or placed by a court in a foster home, automatically qualifies for Tier I meal reimbursement and may be certified without an application, if there is documentation from an appropriate State or local agency indicating the status of the child to be a foster child.
- The child or the pregnant mother is enrolled on a federally funded Head Start, or the child is enrolled in an Even Start program, the child or pregnant mother, is categorically eligible for Tier I meal reimbursement and may be certified without an application. However, one of the following documents from the Head Start program must be on file at the sponsors office:
 - 1) An approved Even Start or Head Start application;
 - 2) A statement of Head Start or Even Start enrollment;
 - 3) A list of participants from a Head Start official listing the Early Head Start or Head Start child's or pregnant mother's name; or
 - 4) For the Even Start documentation from the Even Start official that confirms the child has not entered Kindergarten.

- Children identified as homeless, runaway and migrant are also categorically eligible free meals. The status of child(ren) may be documented as eligible by the homeless liaison, the State Migrant Education Program (MEP) coordinator, or the Runaway and Homeless Youth Act official. The status of the child(ren) must be confirmed prior to certification for free or reduced meals. A child's eligibility for free meals under Other Source Categorical Eligibility does not extend to any other child in the household.
- To ease the application process and to assist the Other Source Categorical Eligibility households qualify for Tier I meal reimbursement based on the household size and income, Other Source Categorical Eligibility households are able to include Other Source Categorical Eligibility and non-Other Source Categorical Eligibility children on the same household application. When listing household income in Section C, please include any income earned by the Other Source Categorical Eligibility child. Foster payments received by the family for the foster child from the placement agency are not considered income and do not need to be reported. If the household where the foster child resides applies for benefits for their non-foster children, then the foster child's personal income is considered when making an eligibility determination. The foster child's income can be from a part-time job or from any funds provided to the child for the child's personal use. It is an option for the household to list foster children residing in its care on an application for non-foster children.

Please complete and return the enclosed provider IEF if you want to claim meals served to children enrolled in your child care, including your own at the higher Tier II rate. Proof of your income and expenses must be included with your completed Income Eligibility Form; please see page 2, section B and insert for information on what is considered valid proof of income and expenses. If you are eligible to claim children at the higher Tier I rates because of the area you live in and are filling out this form only to claim your own children, proof of income and expenses is not required. Keep the yellow copy for your records. After reviewing your form, we will notify you if we need further information.

Thank you,
CACFP Staff



How to Complete the Provider Income Eligibility Form

SECTION A- CHILDREN

Write down the first and last name of all CACFP enrolled children living in your household that you will claim for meal reimbursement. Include their ages. Each child must be younger than age 13, unless the child is disabled.

- If there is a foster child(ren) living in your household, who is the responsibility of the State or placed in your household by a court, the child automatically qualifies for Tier I meal reimbursement if there is documentation from an appropriate State or local agency indicating the status of the child as a foster child.

To ease the application process and to assist the foster households qualify for Tier I meal reimbursement based on the household size and income, foster households are able to include foster and non-foster children on the same household application. When listing household income in Section C, please include any income earned by the foster child. Foster payments received by the family from the placement agency are not considered income and do not need to be reported.

- If any member of your household receives the benefits of the Supplemental Nutrition Assistance Program (SNAP), previously known as Food Stamp, the Temporary Assistance for Needy Families (TANF), or the Food Distribution Program on Indian Reservations (FDPIR), write down the case number on the appropriate line. Please note that a Quest Card or a Social Security number is not an acceptable number as the case number. Do not complete Sections (B), (C), or (D). Income reporting in Section C and the disclosure of the last 4 digits of the Social Security Number (SSN) in Section D is not required.
- If no members of your household receive SNAP, TANF, or FDPIR benefits, please complete Sections B and C. In addition, the person completing this form must provide the last 4 digits of the Social Security Number (SSN) in Section D. According to regulation, the disclosure of a Social Security Number is voluntary; however, the person completing this form must provide the last 4 digits of the Social Security Number (SSN), or indicate "none" for the approval of this form.
- Send in proof of qualification of the above programs, which indicate you are receiving the benefits of the Programs at the time you complete the application (see Page 6).

Other Source Categorical Eligibility defines the automatic eligible categories that make children eligible for Tier I meal reimbursement when the institution obtains documentation from the corresponding agency and verifies children are enrolled in one of the programs listed below. If applicable, please check one of the boxes that apply on the provider IEF.

- If one or more child listed on the provider IEF is a foster child who is the responsibility of the State or was placed by the court. The sponsor must obtain documentation from the placement agency verifying the child is a foster child.
- If one or more child listed on the provider IEF is an Even Start, Early Head Start, or Head Start enrolled child or a pregnant mother, the child or the pregnant mother is categorically eligible for Tier I meal reimbursement and is not required to complete an IEF. Eligibility must be verified by an approved Head Start application; a statement of Head Start or Even Start enrollment; or a list of participants from a Head Start or Even Start official listing the Even Start Early Head Start or Head Start child's or pregnant mother's name. For the Even Start documentation from the Even Start official that confirms the child has not entered Kindergarten.
- If one or more child listed on the provider IEF is a homeless, migrant, or runaway child, the institution must obtain documentation verifying the status of the child from the director of the homeless shelter, the Migrant Education Program Coordinator, or an official of the Runaway and Homeless Youth program.

SECTION B- NET CHILD CARE INCOME

- If reporting household income annually, submit a copy of your most recent IRS 1040 form and Schedule C or C-EZ for your household and skip Section (B). List names of all household members in Section (C) (qualifying children may have already been listed in Section (A)). The IRS 1040 and Schedule C or C-EZ forms submitted must be a copy of the signed and dated form sent to IRS.
- If the IRS 1040 form no longer accurately reflects your household income, submit a written note explaining the reasons why. You may then report net child care income weekly or monthly. When reporting net child care income weekly or monthly, the current income must be used. Current income is

defined as income received by the household for the current month, the amount projected for the first month for which the application is filled out, or the month prior to the application.

- To report net child care income weekly or monthly, you will need to use the following instructions to complete Section (B).
 - First, on a separate sheet of paper list the categories of your child care expenses (such as auto, building, utilities, etc.) and the amounts per week or month. For example: mortgage \$950.00 at 50% = 475.00, utilities 60.00, supplies 50.00, total expenses = \$585.00. All child care related expenses, except food should be listed. Total all the child care expenses and enter on the first line in section B. Put your food costs for child care children on the next line. Do not include the cost of the food provided to children living in your own household who are in care. Only list the amount of your food bill that is used in your child care business. You may not claim expenses that are not related to child care. For example, if another household member is self-employed and has business expenses, do not list those expenses here. Add these two figures together to get your TOTAL CHILD CARE EXPENSES. Proof of expenses such as receipts, do not have to be submitted to the sponsor, however the provider must keep and file them in case an auditor requests them.
 - Second, on a separate sheet of paper, for each child enrolled in your home, list the amount of child care income you received from parents, guardians, and DHHS per week or month. Total the child care income from parents and DHHS and enter on the appropriate line. Next, list CACFP reimbursement received from your sponsor. The part of the reimbursement received for CACFP meals served to children living in your household is not considered "income" to you for the purpose of determining their Program eligibility. If it is your first month of participation, you can enter your anticipated CACFP reimbursement. Your sponsor representative may be able to estimate this amount. Add these two figures together to get your TOTAL CHILD CARE INCOME.
- When a new provider has start-up costs, divide those costs by 12 months and deduct that amount from the first month's income. If the provider is just beginning to care for children, zero child income may be listed.
- Third, subtract your TOTAL CHILD CARE EXPENSES from your TOTAL CHILD CARE INCOME. The balance will be your NET CHILD CARE INCOME. If this amount turns out to be less than zero, then put "0" on this line.
- Check the box indicated whether your income is listed by week or month.
- Fill out how many full-time and part-time child care children you currently have in your care.
- **You must submit proof of your child care monthly income along with your Income Eligibility Form if you are applying to receive the higher Tier rates and the IRS 1040 no longer reflects your household income.** Proof of childcare income would consist of dated copies of receipts given to parents with the parent's signature, dated copies of checks received from parents, or copies of checks from CDHS. The proof of child care income must be dated for the month prior to the month the IEF is being completed and submitted. Proof in income must be kept on file and available to your sponsor for verifying income and expenses.

SECTION C-TOTAL HOUSEHOLD INCOME PER WEEK, MONTH, OR YEAR

In this section, give the names of all household members except the children listed in Section (A). Include children living in your household not listed in Section (A). Be sure to include yourself. Include the names of all people living in your house even if they are not related to you by blood or marriage but are part of your household. Total the number of people in your household, including children listed in Section (A).

- If you are reporting weekly or monthly, write the amount of your NET CHILD CARE INCOME from Section (B) into box 1 in Section (C).
- Then, continue to list the GROSS wages and salaries of all household members, in the first column of Section (C). Remember, even if they are not related to you by blood or marriage but contribute to the household, list their incomes here. Gross income means wages before deductions such as taxes, Social Security, insurance payments, etc. **Proof of current income must be sent in with the IEF. The definition of current income is income received**
- Fill in all other household income according to the boxed information listed below. If you use weekly or monthly income to figure your Net Child Care Income, then you must use weekly or monthly income for the rest of the household. In addition, if you use annual income to figure your Net Child Care Income, then you must use annual income for the rest of the household.

Gross Income/Salary/Wages

Listed below are types of income that must be included:

- Gross earned income or cash income before deductions.
- Monetary compensation for services, including wages, salary, tips, strike benefits, commissions, fees, withdrawals from savings, investments, trust accounts, and other accounts.
- Net income from self-owned businesses and farms.
- Social Security, public assistance or Welfare payments (e.g. TANF, General Assistance/General Relief), alimony, child support payments, and unemployment and worker's compensation.
- Private pensions or annuities, retirement benefits, disability benefits, veteran's benefits, dividends or interest, income from estates, trusts or investments, net rental income, cash withdrawals from savings, and net royalties.
- Student financial assistance (grants or scholarships) not used to meet education expenses.
- Regular contributions from persons not living in the household or any other money that may be available to pay for child(ren)'s meals.
- Child's income: The current earnings of a child or student grade 12 or below, regardless of age, who is a full-time or regular part-time employee, or who receives income from other sources, such as SSI or social security. Infrequent earnings, such as income from occasional baby-sitting or mowing lawns, are not counted as income and should not be listed on the application.

A self-employed household member cannot list a negative dollar amount. **If income is negative, list '0.'** Any members of the household that are self-employed must submit a Schedule C or C-EZ along with the household IRS 1040 form. Irregular self-employment income such as income from farming or construction work may be averaged over the prior 12 months. Contact your sponsor representative for assistance.

SECTION D: SOCIAL SECURITY NUMBER

If the adult household member completing this form does not provide a Supplemental Nutrition Assistance Program (SNAP), previously known as Food Stamp, the Temporary Assistance for Needy Families (TANF), or the Food Distribution Program on Indian Reservations (FDPIR) number in Section A, the person completing this form must provide the last 4 digits of their Social Security Number (SSN). If the adult household member signing this form does not have a Social Security Number, the household member must check the box provided.

SECTION E: SIGNATURE

Read the statement in this section. Then please print your name, address, and phone number. Sign and date the form with month, day and year. If the form is not signed and dated, your Sponsor may not approve the IEF application. Your household will be eligible for 12 months after the month and year your Sponsor approves this form.

Please remember that all information and expenses listed on the Income Eligibility Form, as well as papers submitted for proof, should correspond with any information you report to the Internal Revenue Service (IRS). You must also be able to produce proof of income and expenses if requested during a review or audit.

INCOME GUIDELINES (Effective July 1, 2018 to June 30, 2019)		
Household Size	Annual Income	Monthly Income
1	22,459	1,872
2	30,451	2,538
3	38,443	3,204
4	46,435	3,870
5	54,427	4,536
6	62,419	5,202
7	70,411	5,868
8	78,403	6,534
For Each Additional Family member add:	+ 7,992	+ 666

DOCUMENTS TO SUBMIT FOR HOUSEHOLD INCOME

- If any member of your household receives SNAP, TANF, or FDPIR benefits, you must send documentation that shows you or a member of your household is receiving these benefits. The documentation submitted with the application must show that a member of the household is receiving SNAP, TANF, or FDPIR benefits at the time the application is completed.
- For households not receiving SNAP, TANF, or FDPR benefits, send copies of documents that show your household's current total income. Current income is defined as income received by the household for the current month, the amount projected for the first month for which the application is filled out, or the month prior to the application.
- When listing household income in Section C, please include any income earned by the foster child. Foster payments received by the family from the placing agency are not considered income and do not need to be reported. The foster child's income can be from a part-time job or from any funds provided to the child for the child's personal use.

Other Source Categorical Eligibility

If one or more child listed above is a:

- Foster child who is the responsibility of the State or was placed by the court. The institution must obtain documentation from the placement agency verifying the child is a foster child.
- An Even Start, Early Head Start, or Head Start enrolled child or pregnant mother, who is categorically eligible for free meals and therefore is not required to complete an IEF. One of the following documents from the Head Start or Even Start program must be on file at the sponsor's office: 1) An approved Head Start application; 2) A statement of Head Start enrollment; or 3) A list of participants from a Head Start official listing the Early Head Start or Head Star child's or pregnant mother's name. 4) For the Even Start documentation from the Even Start official that confirms the child has not entered Kindergarten.
- Homeless, migrant, or runaway child, the sponsor must obtain documentation verifying the status of the child from the director of the homeless shelter, Migrant Education Program Coordinator, or an official of the Runaway and Homeless Youth program.

The documents submitted must be for the current month, the amount projected for the first month for which the application is filled out, or the month prior to the month the application is completed and signed. The IEF must show:

- The amount of income received by the household for the current month, the amount projected for the first month for which the application is filled out, or the month prior to the application;
- The name of the person who received it;
- The date the income was received; and
- How often the income is received.

Earnings/Wages/Salary for each job:

- Current paycheck stub that shows how often pay is received;
- Current pay envelope that shows how often pay is received;
OR
- Letter from employer stating gross wages paid and how often they are paid. The letter should be on company letterhead or have a verifiable address and phone number;
OR
- Business or farming papers such as ledger or tax books.

Social Security/Pensions/Retirement:

- Social Security Retirement Benefit letter;
- Statement of benefits received; or
- Pension award notice.

Unemployment Compensation/Disability or Worker's Compensation:

- Notice of eligibility from State Employment Security Office;
- Check stub; or

- Letter from worker's compensation.

Welfare Payments (General Assistance):

- Benefit letter from welfare agency.

Child Support/Alimony:

- Court decree, agreement, or copies of checks received.

Self-employment Income:

- Documentation of income and expenses; or
- IRS form 1040 submitted for last year along with Schedule C.

No Income:

- If you have no income, send a brief note explaining how you provide food, clothing, and housing for your household, and when you expect an income.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, 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 all 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 the 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 (3) Email: Program.Intake@usda.gov. This institution is an equal opportunity provider.

