



2022-2023 Income Eligibility Form Letter for Child Care

Dear Parent or Guardian,

Congratulations! You have chosen a child care provider that participates in the Child and Adult Care Food Program (CACFP). The CACFP makes healthy food a regular part of your child’s day care. Participating in the CACFP means that the center cares about good nutrition for children, will introduce and serve a variety of nutritious foods for your child to eat, and will serve foods appropriate for your child’s nutritional needs.

Please complete, sign and return this **Income Eligibility Form (IEF)** to the center as soon as possible. Completing this form allows your child care center to provide healthy meals and snacks to your child while in care. The CACFP ensures that this form is confidential and the information you provide will not be used elsewhere.

The provider you have chosen cannot charge a separate fee for meals, nor ask you to provide food for your child for meals claimed for reimbursement from the CACFP, except in some special cases. Depending upon the hours in care, your provider may choose to serve breakfast, morning snack, lunch, afternoon snack, supper and/or late snack.

If any person in your household receives benefits from the Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), or the Food Distribution Program on Indian Reservations (FDPIR), income reporting and the disclosure of the last four digits of the Social Security Number (SSN) in Step 3 is not required.

If no person in your household receives benefits from Temporary Assistance For Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), also known as Food Stamps, or the Food Distribution Program on Indian Reservations (FDPIR), or is not the beneficiary of the Other Source Categorical Eligibility programs, please list your household’s total gross income from the current month, the amount projected for the first month the application is made for, or the month prior to the application. The U.S. Department of Agriculture, which funds the CACFP, defines a household 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.

If no person in your household receives benefits from Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), or the Food Distribution Program on Indian Reservations (FDPIR), you must provide the last four digits of your Social Security Number according to regulations. The disclosure of the Social Security Number is voluntary; however, the last four digits of the Social Security Number, or an indication of “none,” is required for the approval of this form.

If any of the children living in the household are beneficiaries of the Other Source Categorical Eligible programs (Foster, Head Start/Early Head Start or Even Start Program, Homeless, Migrant or Runaway), the children are eligible for free meals and there is no need to complete the income portion of the application - mark the box next to the program that applies. The institution collecting the form will need to verify the child’s participation in the program by requesting documentation from the placement office if the child is a foster child, from the Even Start or Head Start official if the child or the pregnant mother is enrolled Head Start or Early Head Start or the child is an Even Start participant, and from the Migrant, Homeless or Runaway program officials. For Even Start, documentation from the Even Start official confirming that the child has not yet entered Kindergarten.

Household Income Chart

If your household’s income is less than or the same as the amounts indicated for your household’s size on the chart below, the center will receive more meal reimbursement from the Child and Adult Care Food Program (CACFP) to help provide the best meals possible for the children in car.

Household Size	1	2	3	4	5	6	7	8	For each additional person add:
Yearly	25,142	33,874	42,606	51,338	60,070	68,802	77,534	86,266	+8,732
Monthly	2,096	2,823	3,551	4,279	5,006	5,734	6,462	7,189	+728
Weekly	484	652	820	988	1,156	1,324	1,492	1,659	+168

This chart is not to be used for determining eligibility by center staff, but is a guide for families completing the form.

CACFP Meal Patterns

Breakfast
The participant is served all three food components - fluid milk, vegetables, fruits or both, and grains.
Fluid Milk
Vegetables, fruits, or portions of both
Grains* <ul style="list-style-type: none"> • Whole grain-rich or enriched bread. • Whole grain-rich or enriched bread product, such as biscuit, roll, or muffin. • Whole grain-rich, enriched, or fortified cooked breakfast cereal, cereal grain, and/or pasta. • Whole grain-rich, enriched or fortified ready-to-eat breakfast cereal (dry, cold.) <ul style="list-style-type: none"> ○ Flakes or rounds. ○ Puffed cereal. ○ Granola.
Grains substituted with a meat/meat alternate* (May be used to meet the entire grain requirement a maximum of three times per week.)
Lunch and Supper
The participant is served all five food components - fluid milk, meat/meat alternative, vegetables, fruits, and grains.
Fluid Milk
Meat/meat alternates <ul style="list-style-type: none"> • Lean meat, poultry, or fish. • Tofu, soy product, or alternate protein products. • Cheese. • Large egg. • Cooked dry beans or peas. • Nut, soy, or seed butters. • Yogurt, plain or flavored, unsweetened or sweetened.
The following may be used to meet no more than 50% of the requirement: <ul style="list-style-type: none"> • Peanuts, soy nuts, tree nuts, or seeds as listed in program guidance, or an equivalent quantity of any combination of the above meat/meat alternates.
Vegetables
Fruits
Grains <ul style="list-style-type: none"> • Whole grain-rich or enriched bread. • Whole grain-rich or enriched bread product, such as biscuit, roll, or muffin. • Whole grain-rich, enriched or fortified cooked breakfast cereal, cereal grain, and/or pasta.
Snack
The participant is served two of the five food components.
Fluid Milk
Meat/meat alternates <ul style="list-style-type: none"> • Lean meat, poultry, or fish. • Tofu, soy product, or alternate protein products. • Cheese. • Large egg. • Cooked dry beans or peas. • Nut, soy, or seed butters. • Yogurt, plain or flavored, unsweetened or sweetened. • Peanuts, soy nuts, tree nuts, or seeds.
Vegetables
Fruits
Grains <ul style="list-style-type: none"> • Whole grain-rich or enriched bread. • Whole grain-rich or enriched bread product, such as biscuit, roll, or muffin. • Whole grain-rich, enriched or fortified cooked breakfast cereal, cereal grain, and/or pasta. • Whole grain-rich, enriched, or fortified ready-to-eat breakfast cereal (dry, cold.) <ul style="list-style-type: none"> ○ Flakes or rounds. ○ Puffed cereal.

Nondiscrimination Statement

Revised May 2022

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at 202-720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at 800-877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained [online](#), from any USDA office, by calling 866-632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: Mail: US Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; or email: program.intake@usda.gov This institution is an equal opportunity provider.