

OHIO CHILD AND ADULT FOOD CARE FOOD PROGRAM: FAMILY DAY CARE HOMES COMPONENT
INCOME ELIGIBILITY APPLICATION FOR FREE AND REDUCED-PRICED MEALS
Fiscal Year 2023-2024

Income eligibility information on this application may be disclosed to other Child Nutrition Programs or applicable enforcement agencies. Parents/guardians are not required to consent to this disclosure and their decision will not affect their children's eligibility for free and reduced-price meals. **Forms must be updated annually and are valid for only 12 months.**

PART 1 – CHECK Application Type:

- 1. Provider requesting Tier I status by application (may only qualify through Food Assistance (SNAP), Ohio Works First (OWF) or income. **PROOF OF INCOME IS REQUIRED** to qualify as a Tier I provider by this application.
- 2. Provider is requesting meals for own/residential children **enrolled** for childcare (May only qualify through Food Assistance, OWF or income).
- 3. Provider or Parent requesting meals for foster child.
- 4. Parent requesting child meals with family child care provider (may qualify through Food Assistance, OWF, WIC, Healthy Start or income).

Write the name of your child care provider here: _____

PART 2 – CHILD INFORMATION: Print information for all children whose meals will be claimed on the CACFP.
BENEFIT INFORMATION: Enter the benefit program from PART 1 that automatically qualifies a child for Tier I meals. Enter the NAME and Case Number.

PRINT INFORMATION FOR ALL CHILDREN ENROLLED IN CARE			CHECK IF A FOSTER CHILD (The legal responsibility of a welfare agency or court) Attach documentation to show foster child status.	LIST EACH CHILD'S FOOD ASSISTANCE, OWF or WIC CASE NUMBER, IF ANY. A VALID CASE NUMBER CONTAINS 7 DIGITS.
* NAME OF ENROLLED CHILD(REN)	* AGE	* BIRTH DATE		Circle type of benefit: FOOD ASSISTANCE, OWF or WIC
1.			<input type="checkbox"/>	CASE NUMBER:
2.			<input type="checkbox"/>	CASE NUMBER:
3.			<input type="checkbox"/>	CASE NUMBER:
4.			<input type="checkbox"/>	CASE NUMBER:

PART 3 – TOTAL HOUSEHOLD SIZE AND TOTAL HOUSEHOLD GROSS INCOME: List names of all household members. List all gross income including how much and how often. If Part 2 is completed, skip to Part 4.

a. LIST NAMES OF ALL HOUSEHOLD MEMBERS INCLUDING CHILDREN LISTED ABOVE IN PART 1	b. CHECK IF NO/ZERO INCOME	c. GROSS INCOME during the last month (amount earned before taxes & other deductions) and HOW OFTEN IT WAS RECEIVED: Weekly, Every 2 Weeks, Twice a Month, Monthly, Yearly			
		1. Earnings from work before deductions/how often	2. Welfare payments, child support, alimony/how often	3. Pensions, retirement, Social Security, SSI, VA/how often	4. All Other Income/how often
1.	<input type="checkbox"/>	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
2.	<input type="checkbox"/>	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
3.	<input type="checkbox"/>	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
4.	<input type="checkbox"/>	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____
5.	<input type="checkbox"/>	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____	\$ _____ / _____

PART 4 – SIGNATURE AND SOCIAL SECURITY NUMBER: Adult household member must sign form. If Part 3 is completed, the adult signing the form must also list last 4 digits of their Social Security Number or check the "I do not have a Social Security Number" box.

I certify that all information on this form is true and correct and that all income is reported. I understand that the center will receive federal funds based on the information. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, I may be prosecuted.

* _____ SIGNATURE OF ADULT HOUSEHOLD MEMBER	* _____ DATE	If Part 3 is completed, insert last 4 digits of Social Security Number <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
		<input type="checkbox"/> I do not have a Social Security Number
Print Name:	Daytime Phone Number:	Work Phone Number:
Street / Apt:	City / State / Zip:	County:

PART 5: RACIAL/ETHNIC IDENTITY (Optional): Please check appropriate boxes to identify the race or ethnicity of enrolled child(ren).

<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Asian	<input type="checkbox"/> Black or African American
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/> White	<input type="checkbox"/> Other

Please mark one ethnic identity: Hispanic or Latino Not Hispanic or Latino

Privacy Act Statement: 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. **State Distribution: July 2023**

-----SPONSOR MUST COMPLETE THIS SECTION-----

Approved	Provider Tier I <input type="checkbox"/>	Residential Child <input type="checkbox"/>	Child Tier I <input type="checkbox"/>	Total Household Income \$ _____	Signature of Official _____	Date _____
Denied	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Total Household Size _____	Effective Date (From the first month of date Categorized by sponsor/center)	Expiration Date (Valid until last day of month of which form was dated and categorized by sponsor/center one year earlier)

Note: If using parent signature date to determine effective/expiration date of all forms, then option must be selected on CRRS management plan.

FREE AND LOW-COST HEALTH CARE

Families with children eligible for school meals may be eligible for free and low-cost health coverage. For more information, please contact Healthy Start & Healthy Families call 1-800-324-8680 or <https://medicaid.ohio.gov/FOR-OHIOANS/Programs/Children-Families-and-Women>

Note: If you have an Ohio Medicaid Card, you already receive this coverage.

HOW TO COMPLETE THE OHIO CACFP FAMILY DAY CARE INCOME ELIGIBILITY APPLICATION

1. PART 1 – Mark the box that applies in PART 1. If marking box 4, enter the home care provider’s name in the space.

2. PART 2 – Enter the names of all children who will be claimed for meal reimbursement. If you are receiving benefits from programs such as Food Assistance, Ohio Works First (OWF) or Women, Infants and Children (WIC) enter the 7-digit case number. PARENTS checking # 4 in Part 1 and qualifying through other categorically eligible benefit programs enter the name for the benefit program and the case or identification number. The family child care sponsoring organization may request additional documentation to verify participation.

3. PART 3 - Complete this part only if benefit name and case number in PART 2 are blank. Enter the names of all household members. A household is defined as a group of related or unrelated individuals who are living as one economic unit that share housing and/or significant income and expenses of its members. Income is any money received on a recurring basis, including gross earned income. Enter the gross income (amount before taxes are taken out) for the past month for each person with income. Monthly Income Conversion: Weekly x 52, Every two weeks x 26, twice per month x 24. Proof of income is required for providers qualifying for Tier I by application (attach the documents that support the income entries).

4. PART 5 – A household member (provider, when using income to determine Tier eligibility, parent or guardian) must sign and date the form. If PART 3 is completed, the last four digits of your social security number must be entered. If the adult does not have a social security number, check the box that indicates they do not have one. If a valid Food Assistance, Ohio Works First (OWF) or Women, Infants and Children (WIC) case number is listed in Part 2, a social security number is not required. Enter the address and phone number information. **REMEMBER TO SIGN AND DATE THE FORM.**

5. PART 6 – Complete the racial/ethnic, check the appropriate box. Parents/guardians are not required to complete this section.

REDUCED-PRICE INCOME ELIGIBILITY GUIDELINES

Guidelines to be effective from July 1, 2023 through June 30, 2024. Households with incomes less than or equal to the reduced-price values below are eligible for free or reduced-price meal benefits.

<u>HOUSEHOLD SIZE</u>	<u>ANNUAL</u>	<u>MONTH</u>	<u>TWICE PER MONTH</u>	<u>EVERY TWO WEEKS</u>	<u>WEEK</u>
1	\$26,973	2,248	1,124	1,038	519
2	\$36,482	3,041	1,521	1,404	702
3	\$45,991	3,833	1,917	1,769	885
4	\$55,500	4,625	2,313	2,135	1,068
5	\$65,009	5,418	2,709	2,501	1,251
6	\$74,518	6,210	3,105	2,867	1,434
7	\$84,027	7,003	3,502	3,232	1,616
8	\$93,536	7,795	3,898	3,598	1,799
For each additional family member, add	+9,509	+793	+397	+366	+183

Ohio Child and Adult Care Food Program Family Day Care Homes Household Letter

[INSERT SPONSORING ORGANIZATIONS LETTERHEAD]

Dear Parent/Guardian:

This letter is intended for parents or guardians of children enrolled at a family day care home. **[DAY CARE HOME NAME]** 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. Please help us comply with the requirements of the CACFP by completing the attached income eligibility application.

1. Am I required to complete an income eligibility application for my child(ren) to receive CACFP Benefits? No, but if you choose to do so, your provider may receive a higher reimbursement for the meals served to your child. If you do complete the form, you have the option of returning it directly to your provider or to the provider's sponsor, **[SPONSOR NAME]**. If you would like to provide your form directly to the sponsor, return the completed form to: **[SPONSOR NAME, ADDRESS, and PHONE NUMBER]**.

___ Initial here if you consent to allowing **[PROVIDER NAME]** to collect your form and provide it to the Sponsor. **[PROVIDER NAME]** will not review your form.

2. Do I need to fill out income eligibility application for each of my children in day care? You may complete and submit one CACFP income eligibility application for all children enrolled in child care in your household **only** if the children in child care are enrolled in the same home. We cannot approve an incomplete form. Please read the instructions carefully and complete all required information.

3. Who qualifies for the higher reimbursement without providing income information? Your provider will receive a higher reimbursement for meals served to foster children and children in households receiving food assistance program (formerly food stamps), Ohio Works First (OWF), or Food Distribution Program on Indian Reservations (FDPIR) benefits. Children in households participating in WIC also qualify for the higher reimbursement.

4. Who qualifies for the higher reimbursement based on income? Your provider may receive a higher reimbursement for the meals served to your children if your household income is within the reduced-price limits on the federal income chart, shown on this application. Children in households participating in WIC are eligible for the higher reimbursement.

5. May I fill out a form if someone in my household is not a U.S. citizen? Yes. You or your children do not have to be U.S. citizens to qualify for meal benefits offered at the day care home.

6. Who should I include as members of my household? You must include everyone in your household (such as grandparents, other relatives, or friends who live with you) who shares income and expenses. You must include yourself and all children who live with you. You also may include any foster children living with you.

7. How do I report income information and changes in employment status? The income you report must be the total gross income listed by source for each household member received last month. If last month's income does not accurately reflect your circumstances, you may provide a projection of your monthly income. If no significant change has occurred, you may use last month's income as a basis to make this projection. If your household's income is equal to or less than the amounts indicated for your household's size on the attached income chart, the family day care home will receive a higher level of reimbursement. Once properly approved for the higher reimbursement rate, whether through income or by providing a current Food Assistance, OWF, FDPIR, or WIC case number, you will remain eligible for those benefits for 12 months. You should, however, notify us if you or someone in your household becomes unemployed and the loss of income unemployment causes your household income to be within the eligibility standards.

8. What if my income is not always the same? List the amount that you normally receive. For example, if you normally get \$1,000 each month, but you missed some work last month and only got \$900, note that you receive \$1,000 per month. If you normally receive overtime, include it, but not if it is earned occasionally.

9. What if I have foster children? Foster children that are under the legal responsibility of a foster care agency or court automatically qualify for the higher reimbursement. Any foster child in the household qualifies regardless of income. Households may include foster children on the income eligibility application, but are not required to include payments received for the foster child as income. Households wishing to apply for such benefits for foster children should contact **[SPONSOR NAME, ADDRESS, and PHONE NUMBER]**.

10. We are in the military; do we include our housing and supplemental allowances as income? If your housing is part of the Military Housing Privatization Initiative and you receive the Family Subsistence Supplemental Allowance, do not include these allowances as income. Also, in regard to deployed service members, only that portion of a deployed service member's income made available by them or on their behalf to the household will be counted as income to the household. Combat Pay, including Deployment Extension Incentive Pay (DEIP) also is excluded and will not be counted as income to the household. All other allowances must be included in your gross income. In the operation of child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age or disability. If you have other questions or need help, call **[PHONE NUMBER]**.

Nondiscrimination statement: 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 (e.g., 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 at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, 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: 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or 2. fax: (833) 256-1665 or (202) 690-7442; or 3. email: program.intake@usda.gov Sincerely

[SIGNATURE]

Ohio Child and Adult Care Food Program Family Day Care Homes Provider Letter

[INSERT SPONSORING ORGANIZATION LETTERHEAD]

Dear Provider:

To qualify for Tier I reimbursement, or if you wish to receive reimbursement for meals served to your own children under the U.S. Department of Agriculture's Child and Adult Care Food Program (CACFP), you must complete, sign and return to us the enclosed income eligibility application.

- 1. How do I qualify for the Tier I reimbursement for meals served to children enrolled in my home?** You must either (a) live in an area that is eligible based on economic need as determined by school enrollment or census data, or (b) establish economic need through the information provided on the enclosed income eligibility application.
- 2. Who determines my eligibility as a Tier I day care home?** Our office will determine your eligibility status. We will use the information you provide on the income eligibility application. Please complete and sign the form; report all household income (not only family day care home business income); and provide appropriate records of your income. **Return the completed form and other documentation to: [SPONSOR NAME, ADDRESS, and PHONE NUMBER].**
- 3. What kind of records should I submit with my Income Eligibility Application?** If you operated a family day care home business last year, attach a copy of your most recent tax return, including Schedule C. If your recent tax return and Schedule C is no longer indicative of your income you may submit documentation of your current income and expenses. To do so, include payment statements for work and other forms of income. The papers you send must show the name of the person who received the income, the date it was received, how much was received and how often it was received.
- 4. How do I get reimbursed for meals served to my own children?** You are required by law to complete this form if you wish to claim meals served to your own children. Even if you live in an area identified as one of economic need, or you have already been classified as a Tier I home, you must complete this form. Our office may verify the submitted income information. Tier II providers are not eligible to claim their own children.
- 5. If I do not live in an area of economic need or don't want to submit the Income Eligibility Application, what are my options for reimbursement?** You will receive lower rates of reimbursement for meals served to children enrolled in your family day care home.
- 6. Will the information I give be verified?** Maybe. We may ask you to send written proof to verify the information you submitted on the form.
- 7. What if I disagree with the decision about the information I complete on this form?** You should talk to your sponsoring organization.
- 8. Who should I include as members of my household?** You must include everyone in your household (such as grandparents, other relatives, or friends who live with you) who shares income and expenses. You must include yourself and all children who live with you.
- 9. How do I report income information and changes in employment status?** The income you report must be the total gross income listed by source for each household member received last month. If last month's income does not accurately reflect your circumstances, you may provide a projection of your monthly income. If no significant change has occurred, you may use last month's income as a basis to make this projection. If your household's income is equal to or less than the amounts indicated for your household's size on the attached income chart, you will receive a higher level of reimbursement. Once properly approved for free or reduced-price benefits, whether through income or proof of benefits as supported by a current food assistance (formerly food stamps), Ohio Works First, or Food Distribution Program on Indian Reservations (FPIR) case number, you will remain eligible for those benefits for a period not to exceed 12 months. However, notify us if you or someone in your household becomes unemployed and the loss of income during the period of unemployment causes your household income to be within the eligibility standards.
- 10. May I fill out a form if someone in my household is not a U.S. citizen?** Yes. You or your children do not have to be U.S. citizens.
- 11. What if I have foster children?** Foster children are eligible for free meals regardless of their personal or the income of the household with whom they reside. Households wishing to apply for such benefits for foster children should contact [NAME, ADDRESS, and PHONE NUMBER]. Additionally, foster children may be included as members of the household for determining the eligibility of other children in the household for free and reduced-price meals.
- 12. We are in the military. Do we include our housing allowance as income?** If your housing is part of the Military Housing Privatization Initiative and you receive the Family Subsistence Supplemental Allowance, do not include these allowances as income. Also, in regard to deployed service members, only that portion of a deployed service member's income made available by them or on their behalf to the household will be counted as income to the household. Combat Pay, including Deployment Extension Incentive Pay (DEIP) also is excluded and will not be counted as income to the household. All other allowances must be included in your gross income.

In the operation of the CACFP, no person will be discriminated against because of race, color, national origin, sex, age or disability.

If you have other questions or need help, call [PHONE NUMBER].

Nondiscrimination statement: 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 (e.g., Braille, large print, audiotape, 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 at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, 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: 1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or 2. fax: (833) 256-1665 or (202) 690-7442; or 3. email: program.intake@usda.gov Sincerely,

[SIGNATURE]