

Dear Parent, Guardian or CACFP Participant:

Your program participates in the Child and Adult Care Food Program (CACFP) and serves nutritious meals each operating day. The information requested on the attached Income Eligibility Application determines how much reimbursement your program will receive from CACFP for these meals and snacks, based on the United States Department of Agriculture (USDA) family income criteria listed below. We encourage you to complete the attached form promptly so that your center can maximize its reimbursement for healthy meals and snacks. One form needs to be completed for each household every year. All information on the application will be confidential and used only for the purpose of determining CACFP reimbursement for meals and snacks served at the program.

Guidelines for completing the Income Eligibility Application are listed below:

DOH-3688: Income Eligibility Application

- Households currently receiving Food Stamps, FDPIR, or Temporary Assistance to Needy Families (TANF) are automatically eligible for the highest reimbursement and need only complete Section A of the application. You must immediately notify your child care program if your household no longer participates in any of these programs.
- Head Start participants in federally funded slots are automatically eligible for the highest rate of reimbursement from CACFP.
- The eligibility of a foster child is dependent on the foster child's own income rather than the income of the individual(s) with whom they reside. If you are completing this form for a foster child, you need to complete only Section A of the application. A separate form must be completed for each foster child.

DOH-3834: Adult Income Eligibility Application

- Adult participants eligible for Food Stamps, SSI or Medicaid are automatically eligible for the highest reimbursement and need only complete parts 1 and 3 of the adult application. You must immediately notify the program if the household no longer participates in any of these programs.

Note:

- Households whose income falls below the level indicated in the Income Eligibility Guidelines chart must notify the program if household size decreases or income increases more than \$50.00 per month.
- Contact your program if household income falls below the level indicated in the Income Eligibility Guidelines chart below because a household member becomes unemployed.

**INCOME ELIGIBILITY GUIDELINES
 (Effective from July 1, 2004 to June 30, 2005)**

Household Size	REDUCED PRICE MEALS		
	Year	Month	Week
1	17,224	1,436	332
2	23,107	1,926	445
3	28,990	2,416	558
4	34,873	2,907	671
5	40,756	3,397	784
6	46,639	3,887	897
7	52,522	4,377	1,011
8	58,405	4,868	1,124
For each additional family member	+5,883	+491	+114

No person will be discriminated against because of race, color, national origin, sex, age or handicap in the operation of the Child and Adult Care Food Program. If you believe that you have been discriminated against, write immediately to the Secretary of Agriculture, USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

 (Sponsor/Center Official)

 (Sponsoring Organization)

 (Date)