



Attention: Parents/Guardians

FY 2016-2017 Ohio CACFP Family Child Care Homes Household Letter

Dear Parent/Guardian:

Your child is enrolled for care in the home of a Provider participating in the U.S. Department of Agriculture's Child and Adult Care Food Program (CACFP) through an agreement with our agency, the Child Care Resource Center (CCRC). Through this agreement, your provider is able to claim reimbursement for the meals served to your child while in 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 in order 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 CCRC. If you would like to provide your form directly to the Sponsor, the CCRC, return the completed form to: **CCRC; Attn: Terri; 5350 Oberlin Ave.; Lorain, OH 44053**. Forms should be returned by **July 30, 2016**.

Initial here if you consent to allowing _____ (Provider's Name) to collect your form and provide it to the CCRC. Your Provider 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 a form that is not complete, so be sure to read the instructions carefully and fill out 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 getting 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 get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you only get it sometimes.

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 the CCRC, Attn: Terri, 5350 Oberlin Ave.; Lorain, OH 44053, 440/960-7187 x230.

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) is also 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.

All forms and any supportive paperwork should be returned to your Provider or to the CCRC by **July 30, 2016**. If you have other questions or need help, call Terri, 440/960-7187 or 800/526-5268 x230

Nondiscrimination statement: "The U.S Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer."

Sincerely,

Terri J. Sluss-Cole
CACFP Specialist
440/960-7187 or 800/526-5268 x230