

FY 2020-2021 Ohio CACFP Family Day Care Homes Provider Letter

Please refer to back of this letter for TIPS in completing Income Eligibility Application (IEA)



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 (IEA). **Forms MUST be returned to the Child Care Resource Center (CCRC) by JULY 24, 2020. An email copy should be initially be sent to terrisc@ccrcinc.com, but an original must be mailed by 07/24/2020.** Thank you.

- 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. Make sure you complete and sign the form; report all household income (not just your family day care home business income); and provide appropriate records of your income. **Return the completed form and other papers initially by scanning to terrisc@ccrcinc.com. Then mail the original form and support documents to: CCRC; Attn.: Terri; 5350 Oberlin Ave.; Lorain, OH 44053, by JULY 24, 2020.**
- 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 income information you submit. 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. **What if I disagree with the decision about the information I complete on this form?** You should talk to your sponsoring organization.
- 7. 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.
- 8. 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 Stamp), Ohio Works First, or Food Distribution Program on Indian Reservations (FDPIR) 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.
- 9. 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.
- 10. 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 the Child Care Resource Center. 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 priced meals.
- 11. 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) 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 the CACFP, no person will be discriminated against because of race, color, national origin, sex, age or disability.

In the letter to the Parent/Guardian, parents have the option to initial the notice allowing you, the Provider to collect the forms and send them in on their behalf. The CCRC is requiring you to make a copy of this form and send the original along with the completed IEA form(s) to the CCRC office.

The ORIGINAL Income Eligibility Application, supporting paperwork and any Parent Form(s), **MUST BE IN THE OFFICE NO LATER THAN JULY 24, 2020.** Failure to meet this deadline may result in your July claim being paid at the Tier II rate. Again it is very important the forms are filled out CORRECTLY and received by 07/24/20. **Please see page (2) of this letter for helpful tips in completing your IEA.** If you have other questions or need help, call your CCRC CACFP Specialist.

Nondiscrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, 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, audiotope, 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: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of 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 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; or (3) email: program.intake@usda.gov. This institution is an equal opportunity provider

Sincerely,

Terri J. Sluss-Cole
CACFP Specialist



Helpful Tips in Completing the CACFP Income Eligibility Application (IEA) Fiscal Year 2020-2021 IEA Forms are printed by the Provider

The CCRC **MUST** have the original form, but please EMAIL your completed IEA & support documents prior to sending the original in the US Mail.

Original IEA Form & Support Documents are DUE to the CCRC by July 24, 2020.

PLEASE THROW AWAY ALL Fiscal Year 19-20 BLUE Forms

- **Do NOT use white-out or cross off any info on the IEA. Doing so will void the form and you will need to complete a new one.**
- Providers that are not claiming residential children & do not qualify for Tier 1 by census or school data may qualify for Tier 1 by SNAP, OWF or Income. Support documentation is required. See IEA Form Part 1:1
- **Provider's name should be written under Part 1, below #4.** This is true even if you are claiming OWN/RESIDENTIAL children.
- **TIPS TO COMPLETING THE IEA FORM:**
 - Part 1-Application Type:
 - Check #1 if requesting T1 by Income & NOT CLAIMING OWN CHILD. **PROVIDERS MUST INCLUDE SUPPORT DOCUMENTS.**
 - Check #2 IF CLAIMING OWN CHILD. **PROVIDERS MUST INCLUDE SUPPORT DOCUMENTS**
 - Check #3 if Provider OR Parent is requesting T1 for Foster Child
 - Part 2-Child Info:
 - Name of Enrolled Children: Parents will list the names of ALL their children who will be claimed for meal reimbursement. Providers, if you are claiming your OWN children as a Parent receiving benefits from a program such as Food Assistance or Ohio Works First (OWF), this is for the names of Provider's OWN/RESIDENTIAL children ONLY & NOT all children enrolled in your program and who will be claimed for meal reimbursement. If you are receiving benefits from OWF or Food Assistance, enter the case number. **PROVIDERS MUST INCLUDE SUPPORT DOCUMENTS FOR THIS to be able to claim their own/residential children.** Parents need to supply the appropriate case number. **A valid case number contains 7 digits. Do not use ODJFS Swipe Card Number (these normally begin with 600).**
 - Part 3-Household Size & Income (IF PART 2 IS COMPLETED, SKIP TO PART 4):
 - If parent doesn't have benefits listed in Part 2, they must complete Part 3 to qualify. TOTAL household size & Household Gross Income (HOW OFTEN IT WAS RECEIVED) must be listed. Support docs are not required. **PROVIDERS MUST INCLUDE SUPPORT DOCUMENTS FOR INCOME VERIFICATION to be able to claim their own/residential children!**
 - Part 4-Signature, SSN & Contact Info:
 - Adult household member must sign & date form. If Part 3 is completed, the last four digits of your Social Security Number must be entered. Part 4 must be completed in its entirety. **IMPORTANT:** the DATE signed, **MUST** match the date of enrollment. (Also, be certain the parent/guardian dates the bottom of Enrollment Form with the same date of enrollment)
 - Part 5-Racial/Ethnic Identity:
 - Racial/Ethnic Identity (Optional). Please check appropriate boxes to identify the race or ethnicity of enrolled child(ren) listed in Part 2.

Email completed IEA & support docs to terrisc@ccrcinc.com then MAIL these original documents to: CCRC, Attn: Terri Sluss-Cole, 5350 Oberlin Ave., Lorain 44053. Emailing the forms allows us as your Sponsor to begin the preliminary approval and to contact providers if there are any questions. Thank you.

For additional questions, please contact your CCRC CACFP Specialist.

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