

FY 2021-2022 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:

USDA Waivers for Fiscal Year 21-22 (July 1, 2021-June 30, 2022) allow all family childcare homes to be reimbursed at Tier 1 for a period of ONE Year. **However, 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 & support docs MUST be returned to the Child Care Resource Center (CCRC) by JULY 26, 2021. They may be sent by electronic submission (email) to terrisc@ccrcinc.com, or original by US Mail or delivered to CCRC Attn Terri Sluss Cole, 5350 Oberlin Ave., Lorain OH 44053 by 07/26/2021. IF sent electronic, you MUST keep the original as part of your 3-Year Record Retention. You must have SUPPORT Docs to claim residential children (see #4).** 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

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. **Return the completed form and support docs to terrisc@ccrcinc.com. Or deliver or mail the original form and support documents to: CCRC; Attn.: Terri; 5350 Oberlin Ave.; Lorain, OH 44053, by JULY 26, 2021. IF you send your Income Eligibility Application electronically, you MUST keep the original as part of your 3-Year Record Retention.**

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.

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 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.

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 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.

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) 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.

Your Income Eligibility Application and supporting paperwork, MUST BE TO CCRC NO LATER THAN JULY 26, 2021. Failure to meet this deadline may result in you being unable to claim residential children. Again it is very important the forms are filled out CORRECTLY and SUPPORT DOCUMENTATION (For example: SNAP Letter, Tax Return, WIC Letter, etc) be received by 07/26/21. **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 440/242-0413 x230.

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) for Family Childcare (FCC) with RESIDENTIAL CHILDREN Fiscal Year 21-22 (July 1, 2021 – June 30, 2022)

IEA Form & Support Documents are DUE to the CCRC by July 26, 2020.

PLEASE THROW AWAY ALL Fiscal Year 20-21 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.**
- All FCC programs with residential children will receive an IEA. You DO NOT need to complete an IEA, but cannot claim residential children if not submitted and approved.
- IF Providers complete these forms electronically with an electronic (NOT typed) signature, and scanned/emailed to the CCRC (terrisc@ccrcinc.com), you MUST keep the original as part of your 3-Year Record Retention.

- **TIPS TO COMPLETING THE IEA FORM:**
 - **Part 1-Application Type:**
 - Check #2 IF CLAIMING OWN CHILD. **PROVIDERS MUST INCLUDE SUPPORT DOCUMENTS**
 - Check #3 if Provider OR Parent is requesting T1 for Foster Child
 - **Provider's name should be written under Part 1, below #4.** This is true even if you are claiming OWN/RESIDENTIAL children.

 - **Part 2-Child Info:**
 - **Name of Enrolled Children:** 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 (for example: SNAP Letter, WIC Documentation or OWF Documentation).** Providers, you must supply an appropriate case number. **For example, a valid SNAP case number contains 7 digits. Do not use ODJFS Swipe Card Number, these normally begin with a 600 number.**

 - **Part 3-Household Size & Income (IF PART 2 IS COMPLETED, SKIP TO PART 4):**
 - If you do not qualify with by benefits listed in Part 2, you must complete Part 3 to qualify to claim residential children. TOTAL household size & Household Gross Income (HOW OFTEN IT WAS RECEIVED) must be listed. **PROVIDERS MUST INCLUDE SUPPORT DOCUMENTS FOR INCOME VERIFICATION to be able to claim their own/residential children (your most recent tax return, including Schedule C)**

 - **Part 4-Signature, SSN & Contact Info:**
 - Provider 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* be in July 2021 to be eligible to claim residential children in the new Fiscal Year.

 - **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.

Send completed IEA & MANDATORY support docs to terrisc@ccrcinc.com, or you may mail or drop of the original documents to: CCRC, Attn: Terri Sluss-Cole, 5350 Oberlin Ave., Lorain 44053. If sending by email, you MUST maintain the original for your 3-Year Record Retention. *All forms and required support docs MUST reach the CCRC BY July 26, 2021.* Thank you.

For additional questions, please contact your CCRC CACFP Specialist.