



9 N. 3rd Street, Suite 100
P.O. Box 3364
Warrenton, Virginia 20188
(540) 347-3767
www.cni-usda.org

USDA Child & Adult Care Food Program Sponsor

Dear Provider,

This letter pertains to you if you wish to establish eligibility as a tier I home in the U.S. Department of Agriculture's Child and Adult Care Food Program (CACFP) **and/or** if you wish to claim meals served to your own child in this program.

If you are a provider who has already been classified as a tier I home, based on area eligibility, you must still complete the form below in order to claim meals served to your own child.

Establishing Eligibility as a Tier I Home

A two-tiered structure was established effective July 1, 1997. In order to qualify for the higher, tier I rate, for meals served to children enrolled in your day care program, you must either: 1) be located in an area of economic need as determined by school enrollment or census data or 2) establish individual economic need through the CACFP process of application for free and reduced price meals. The latter requires your completion of the attached Income Eligibility Application, which must be submitted to our agency for approval. If we determine that the application may be classified as eligible for free or reduced price meals, you will qualify for tier I reimbursement.

If you do not live in an area established as one of economic need and choose not to complete this form or do not qualify for free or reduced price meals you will still receive reimbursement for CACFP meals served to enrolled children at the lower tier II rate.

Reporting Household Income to Qualify as a Tier I Home

As indicated above, if you do not live in an area established as one of economic need, you must complete the attached Income Eligibility Application. On this form, you must report all household income, not just your day care business income. This includes payment statements from salaried work and statements pertaining to other forms of income.

We are required by law to verify the information stated on your application. If you cared for children in your home during the last tax year, you must attach a copy of your most recent tax return. The IRS 1040 submitted must be a copy of the form that had been filed with the IRS. For your own income from your child care business you must include Schedule C with your income tax return.

If you have only recently started a day care business, or if your previous tax year does not reflect your current household income, you may submit documentation for last month. If submitting documentation of your gross income for last month, you must include an income and expense statement for that month so that we can verify your net business income.

Establishing Eligibility for Meals Served to Your Own Child

You must complete this form if you wish to claim CACFP meals served to your own child. If you are determined to be eligible, you may claim meals served to your own child under thirteen years of age, only when meals are served at a meal service to other enrolled children in your program.

Please note that completion of this form is required for **all** providers who wish to claim meals served to their own children or foster children. Even if you live in an area determined to be economically eligible, the regulations require that you establish eligibility for your child through completion of the income eligibility application if you wish to claim meals served to them. Our agency may verify the income information you submit, but is not required to do so in this circumstance. In this circumstance, do not submit verification information unless we specifically ask you to do so.

Instructions for Completing the Income Eligibility Application

If you receive Food Stamps (SNAP) or benefits under the Virginia Temporary Assistance to Needy Families (TANF), then you may complete Part 2A of the application form by listing either of these case numbers. Sign and date Part 4 of the form. If you do not participate in either of these programs, you must complete Section 2C of the form. You should include your total current household income by source and the names of all household members. You must also sign and date the form in Part 4. The Department of Agriculture defines a household as a group of related or unrelated individuals who are living as one economic unit (i.e. sharing living expenses). Therefore, the income reported on the application must include the gross income of all members of your household, by source, and the net income for your child care business. If last month's income does not accurately reflect your circumstances, you may provide a projection of your current annual income, using last year's income as a basis, if no significant changes have occurred.

For providers wishing to claim foster children living in their residence, there is a special section to complete. You should complete Parts 3 and 4 only. A foster child who is the legal responsibility of the welfare agency or court may be certified as eligible for free meals regardless of your household income. If you have a foster child, please contact our office for additional information before completing the application.

Please be sure to sign and date this application form in Part 4. The form will be in effect for one year unless there is a change in your income as noted above. Also, please ensure that all parts of the application which pertain to you, as directed on the application, have been fully completed. The application cannot be approved unless it contains complete documentation. If you have any questions regarding proper completion of the application, please contact our office for assistance.

Confidentiality

The information included in this application is confidential. This information may only be made available to designated representatives of our agency, representatives of USDA, or representatives of the General Accounting Office.

Nondiscrimination Statement

All meals served to children under the Child and Adult Care Food Program are served free regardless of race, color, sex, national origin, age, and disability. There is no discrimination in admissions policy, meal service, or the use of facilities. Any complaints of discrimination should be submitted in writing to the USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202)720-5964 (voice or TDD).

The application form must be returned to our office. We will contact you regarding your eligibility status. If you have any questions about this form, please contact us at **Child Nutrition, Inc., 9 N. 3rd Street, Warrenton, VA 20186 at 1-800-735-5434**. Thank you for your cooperation.

Sincerely,


Elizabeth Wittusen
Director of Administration

**INCOME ELIGIBILITY GUIDELINES
FOR FREE AND REDUCED PRICE MEALS**

Effective Date July 1, 2010 – June 30, 2011

FAMILY SIZE	YEARLY	MONTHLY	WEEKLY
1	20,036	1,670	386
2	26,955	2,247	519
3	33,874	2,823	652
4	40,793	3,400	785
5	47,712	3,976	918
6	54,631	4,553	1,051
7	61,550	5,130	1,184
8	68,469	5,706	1,317
For each additional household member ADD	+6,919	+577	+134