

[Insert Center or Sponsoring Organization Letterhead]

Dear Parent/Guardian:

This letter is intended for parents or guardians of children enrolled in a child care center. **[Name of Center]** offers healthy meals to all enrolled children as part of our participation in the U.S. Department of Agriculture’s (USDA) Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in child care. Please help us comply with the requirements of the CACFP by completing the attached Household Income Eligibility Statement (IES). In addition, by filling out this form, we will be able to determine if your child(ren) qualifies for free or reduced price meals.

1. Do I need to fill out an IES for each of my children in day care? You may complete and submit one CACFP Household Income Eligibility Statement for all children enrolled in child care in your household **only if the children in child care are enrolled in the same center.** We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information. **Return the completed form to: (Name of Center, address, phone number).**

2. Which child care institutions can receive free meal reimbursement without providing household income information? Children in households receiving Food Assistance Program (FAP), Family Independence Program (FIP), or Food Distribution Program on Indian Reservations (FDPIR) can get free meals. Foster children and children enrolled in Head Start and Even Start are also eligible for free meals.

3. Who can get reduced price meals? Your children can get low cost meals if your household income is within the reduced price limits on the federal income eligibility guidelines, effective July 1, 2014, until June 30, 2015, shown below:

Family Size	Yearly Income	Monthly Income
1	\$21,590	\$1,800
2	\$29,101	\$2,426
3	\$36,612	\$3,051
4	\$44,123	\$3,677
For each additional family member add:	\$7,511	\$626

Refer to the Instructions for Parents/Guardians Household Income Eligibility Statement on how to complete the IES. Find the category that most closely defines your household and follow the directions for completing each part of the IES. If your household income is greater than the levels shown on the above CACFP income guidelines, it is not necessary for you to complete the IES.

Your family may be eligible to receive health insurance, called MICHild, through the State of Michigan. MICHild is a health insurance program for uninsured children of Michigan’s working families. To determine if your family is eligible, call 1-888-988-6300 for an application or access an online application at www.michigan.gov/michild. At the web address, you can also access the MICHild brochure that briefly explains the insurance program.

4. 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 child care center.

5. Who should I include as members of my household? You must include all people in your household (such as grandparents, other relatives, or friends who live with you). You must include yourself and all children who live with you. You also may include foster children who live with you.

6. 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 size according to the federal income eligibility guidelines listed above, the center will receive a higher level of reimbursement. Once properly approved for free or reduced price benefits, whether through income or by providing a current FAP, FIP, or FDPIR case number, you will remain eligible for those

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benefits for 12 months. You should notify us, however, if you or someone in your household becomes unemployed and the loss of income causes your household income to be within the eligibility standards.

7. What if my income is not always the same? List the amount that you normally receive. For example, if you normally receive \$1,000 each month, but you missed some work last month and only received \$900, put down that you receive \$1,000 per month. If you normally get overtime, include it, but not if you only get it sometimes.

8. What if I have foster children? Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Households may include foster children on the IES, but are not required to include payments received for the foster child as income.

9. 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.

If you have other questions or need help, call **[phone number]**.

Sincerely,

[signature]

Non-Discrimination Statement

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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).

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