

## Iowa CACFP Child Care Center Parent/ Guardian Letter - Non-pricing (front) Rev. 7/13

**Purpose:** The attached Iowa Eligibility Application is used to determine eligibility for free and reduced price meal reimbursement. The instructions for completion are on the back of this letter.

Instructions to centers: Choose Form A if you do not have a separate charge for meals. Copy this letter (front and back) and staple to each Iowa Eligibility application that is distributed to families of enrolled participants.

Dear Parent or Guardian:

This center participates in the Child and Adult Care Food Program (CACFP) administered by the United States Department of Agriculture (USDA). Participants are not charged separately for meals. However, by participating in this Program, the center receives partial reimbursement for nutritious meals served to children. The amount of reimbursement the center receives is determined by the information you provide. Providing information can help your center purchase nutritious food. Higher reimbursement will be given to the center for meals served to enrolled children from families whose income is at or below the level shown in the chart below. Please read the instructions on the back, complete, sign and return the attached income application as soon as possible. An application that does not contain all required information cannot be used by the center. If required information is missing, free or reduced-price meal benefits will be denied. Call your center if you need help with the form. The information reported on this form will be filed and treated as confidential.

A foster child who is the legal responsibility of a welfare agency or court may be certified as eligible for free meals regardless of your household income. See instructions on the back for more information.

If you do not qualify now to receive free or reduced price meals, you may apply for benefits at any time during the year. If you have a decrease in household income, have an increase in family size or have enrolled children that become eligible for food assistance or FIP, you may fill out an application at that time.

### Income Eligibility Guidelines for Reduced Price Meals Effective 7-1-2013 to 6-30-2014

Household Size	Reduced Price Meals				
	Yearly	Monthly	Twice per Month	Every Two Weeks	Weekly
1	21,257	1,772	886	818	409
2	28,694	2,392	1,196	1,104	552
3	36,131	3,011	1,506	1,390	695
4	43,568	3,631	1,816	1,676	838
5	51,005	4,251	2,126	1,962	981
6	58,442	4,871	2,436	2,248	1,124
7	65,879	5,490	2,745	2,534	1,267
8	73,316	6,110	3,055	2,820	1,410
For each additional family member add:	+7,437	+620	+310	+287	+144

#### **Privacy Act Statement: This explains how we will use the information you give us.**

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. The last four digits of the social security number of the adult household member who signs the application must be listed. The social security information is not required when you apply on behalf of a foster child or if you list a Food Assistance number, or Family Investment Program number, or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals, and for administration and enforcement of the CACFP. We may share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

#### **Non-discrimination Statements: Explain what to do if you believe you have been treated unfairly.**

**USDA Non-Discrimination Statement:** In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired 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.

**Iowa Non-Discrimination Notice:** It is the policy of this CNP provider not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by this CNP Provider, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index.html>.

## Instructions for Completing Iowa Eligibility Application

### Complete both sides of an application for each household.

**Part 1. All applicants should complete this part.** This application may be used to apply for benefits in school meals or milk programs, child care centers and home based care for children. Check all boxes that apply to your family. You may make copies of a completed application for each program in which your child participates.

**FOSTER CHILD IN HOUSEHOLD**, follow these instructions. A foster child is a child who is living with a household but who remains the legal responsibility of the welfare agency or court. Foster children can be included as household members or included on a separate application.

**Part 2.** List the child's name, date of birth, grade (if applicable), name of school/Head Start/child care center attended. Check the box for foster child. Provide ethnic and racial information if you choose, but the school/Head Start/child care will make the determination of your foster child's ethnic and racial status if you do not fill this section.

**Part 3.** Complete this section only if the foster child receives money for personal use or has other regular personal income. If the foster child has no income, check the box indicating no income. DO NOT include the stipend received by the foster family to provide care to the foster child.

**Part 4.** Read the certification and complete this section.

**FIP or FOOD ASSISTANCE HOUSEHOLD MEMBER, including child in Head Start or Even Start**, follow these instructions.

**Part 2.** List the name, date of birth, grade (if applicable), name of school/Head Start/child care center attended for each child in your household. List one FIP or Food Assistance **Case Number** per household in the area provided. **Use the Home Case Number listed in the DHS Notice of Decision.** Eligibility based on Head Start or Even Start is available only if your child is enrolled in Head Start and documentation from the Head Start agency is provided. **NOTE: Medicaid, Title XIX, FIP card number and EBT card numbers are not acceptable.** Provide ethnic and racial information if you choose, but the school/Head Start/child care will make the determination of your child's ethnic and racial status if you do not complete this section.

**Part 3.** Skip this section.

**Part 4.** Read the certification and complete this section.

**ALL OTHER HOUSEHOLDS**, including WIC households, follow these instructions for reporting income.

**Part 2.** List the name, date of birth, grade (if applicable), name of school/Head Start/child care center/home attended for each child in your household. Provide ethnic and racial information if you choose, but the school/Head Start/child care will make the determination of each child's ethnic and racial status if you do not complete this section.

**Part 3.** Follow these instructions to report total household income from last month.

**Name:** List the last and first names of **each** person living in your household, related or not (such as grandparents, other relatives, or friends); include yourself and all children living with you. The household decides whether to include the foster child on their household application with non-foster children. Attach another sheet of paper if needed.

**Age:** List the age of each household member.

**Check if No Income:** Put a mark in the box if the household member **does not** have an income.

**Gross Income last month and how it was received:** Report the amount of income received in the appropriate Gross Income column (weekly, every 2 weeks, twice monthly, or monthly). List the **gross income** each person earned from work. This is not the same as take-home pay. **Gross income is the amount earned before taxes and other deductions.** The amount should be listed on your pay stub, or your boss can tell you. If you have a household member for whom last month's income was higher or lower than usual, list that person's expected average income. If the household includes the foster child, they must report any personal income received by the foster child on the foster parent's household application.

**Other Monthly Payments or Income:** Money is reported in this section if it is regularly received. List the amount each person received last month from welfare, child support, alimony, adoption subsidies, pensions, retirement, Social Security, Supplemental Security Income (SSI), and Veteran's benefits (VA benefits). In the **All Other Income** column, include Worker's Compensation, unemployment, strike benefits, regular contributions from people who do not live in your household, cash withdrawn from savings, investments or trusts, interest and **ANY OTHER INCOME.** Use the Self-Employment Income Worksheet on the back of the application to calculate net income for self-owned businesses, farm, or rental income and report in the All Other Income column. **Do not report:** Scholarships, educational benefits, lump sum payments, combat pay, Deployment Extension Incentive Pay (DEIP) or children's incidental income from occasional activities such as babysitting, shoveling snow, or cutting grass. If you are in the Military Housing Privatization Initiative or get combat pay do not include these allowances.

**Social Security Number:** If the application is being made on the basis of income, the adult signing the form must provide the last 4 digits of his or her Social Security number or mark the "I do not have a Social Security number" box. If you do not provide your Social Security information or mark the box, your application cannot be processed.

**Part 4.** Read the certification and complete this section.

## Instructions for approving the Iowa Eligibility Application for School, Special Milk Program, Child Care and Head Start Center Officials

**HOUSEHOLDS ARE RESPONSIBLE FOR COMPLETING THEIR OWN APPLICATIONS:** While school and child care centers are expected to provide support and assistance, the applicants themselves should complete as much of the application as they are able. We encourage parents to complete one application and provide copies of the same application to all Child Nutrition Programs in which their children participate. Child Nutrition Programs may share eligibility information among themselves. We encourage programs to develop cooperative relationships among other Child Nutrition Program operators or managers to maximize the number of eligible children receiving benefits.

**EXTENSION OF CATEGORICAL ELIGIBILITY IN HOUSEHOLDS RECEIVING FIP OR FOOD ASSISTANCE:** If **any** person in the household currently receives FIP or Food Assistance benefits as identified on the Iowa Eligibility Application or under direct certification, free meal eligibility extends to anyone in the household who participates in any Child Nutrition Program. The agency approving the application is responsible to maintain documentation sufficient to demonstrate eligibility.

**YEARLONG ELIGIBILITY:** Households are NOT required to report changes in income, household size or eligibility for Food Assistance or FIP. Once properly approved for free or reduced price benefits, a household will remain eligible for the entire year. For child care and Head Start centers, the new year starts on October 1. For schools, the year is the current school year plus the first 30 operating days of the following year. Households may apply or reapply at any time.

**CATEGORICAL ELIGIBILITY FOR CHILDREN ENROLLED IN HEAD START:** Children enrolled in Head Start programs are automatically eligible for free meals and remain eligible for the entire year (Oct.-Sept.). Eligibility for free meals is granted ONLY to children enrolled in Head Start. Their siblings are NOT automatically granted free meal status and must qualify for benefits based on income, receipt of FIP or Food Assistance benefits (or have migrant, homeless, or runaway status in school programs). Head Start children are included as members of their households for income-based determinations. Documentation of Head Start enrollment must be provided by the Head Start agency, which may include an approved application, a letter of enrollment or a list of enrolled Head Start children.

The **Determining Official** at the local level (school, center, etc.) will review Parts 1-4 of the application and then complete Part 5. Use these guidelines to make decisions for Part 5. Not all check boxes apply to all Programs.

**Ethnic and Racial Information:** Child Nutrition Programs must collect and maintain data regarding the ethnic and racial characteristics of the children who are receiving benefits. Households may self-identify ethnic and racial information for children in Part 2. Child Nutrition Programs must make a visual determination of the ethnic and racial characteristics for any person who has not self identified.

**Income:** The Determining Official will fill in this portion of Part 5 when a household completes Part 3 – **Total Household Gross Income**. The Determining Official will record the total amount of income, income frequency and household size. Determining Officials are encouraged to use the current ICAVES tool to determine eligibility, available in the Form Download section of CNP2000.

- If household income is reported with only one frequency (such as all weekly or all monthly), compare the sum of the incomes to the Income Eligibility Guidelines for that frequency. Check the appropriate box and fill in the blank with the sum of the incomes and household size.
- If a household reports income in more than one frequency (such as one income weekly and another monthly), convert all income to annual by using the conversion factors. **DO NOT ROUND THE CONVERSIONS**. Compare the sum of the annualized incomes to the Income Eligibility Guidelines for annual income. Check the “annually” box and fill in the blank with the sum of the annualized incomes and household size.
- Check the appropriate box under Application Approved (“income”) or Application Denied (“over income limits”). If the household qualifies, check the appropriate box under Eligibility Determination, sign and date the application.
- When a household reports zero income, the application is approved Free.

**Foster Child:** The adult completing the application will mark the checkbox for a foster child in Part 2, if applicable. Foster children can be included as household members or reported on a separate application. Households must report any personal income received by the foster child on their household application. Foster payments received by the family from the placing agency are not considered income and do not need to be reported. When approved, the Determining Official will mark the “foster” and “income” checkboxes. The Determining Official will complete the Approval and Eligibility Determination, sign and date the application.

**FIP or Food Assistance:** The Determining Official will mark the FIP/Food Assistance checkbox when a household completes Part 2 with a FIP or Food Assistance case number. **NOTE: THE NUMBER ON THE EBT/DEBIT CARD OR FIP CARD IS NOT THE CASE NUMBER.** The case number is 10 characters and is on the DHS Notice of Decision. In many situations, the household can get the case number by calling DHS. Households completing the application based on participation in FIP or Food Assistance programs but failing to provide a valid case number must be denied. Mark the check box "incomplete". **A FIP or Food Assistance number for any household member qualifies all household members for free meal benefits if they participate in any Child Nutrition Programs.**

**Determining Official Signature Line:** The Determining Official makes the initial eligibility determination and will sign and date the application. For schools, the effective date is the date the Determining Official has made the eligibility determination. For CACFP, the effective date is the first day of the month in which the application was approved or the first day the child receives care, whichever is later.

**Homeless/Migrant/Runaway Child:** NOTE: THIS APPLIES TO SCHOOLS ONLY. Students determined to be homeless, migrant or runaway by the appropriate officials are not required to complete an Income Eligibility Application. Documentation of homeless, migrant or runaway status may be a letter or list of all students meeting criteria. If an application is completed, the Determining Official will mark the Homeless/Migrant checkbox. The district homeless/migrant liaison or the Determining Official will complete the Approval and Eligibility Determination, sign and date the application. Retain information to document homeless/migrant/runaway status.

**Confirming Official Signature Line:** NOTE: THIS APPLIES TO SCHOOLS ONLY. The Confirming Official reviews all applications selected for the verification process prior to conducting any other verification activity and checks to ensure that the initial determination was accurate. The Determining Official and the Confirming Official cannot be the same person. Once the confirming reviews are completed, the Local Education Agency (LEA) will proceed with the verification process.

- If the initial determination was incorrect, and the status changes from reduced price to free the LEA makes the increased benefits available immediately, notifies the household of the change in benefits; and verifies the application.
- If verification reduces the level of benefits (from free to reduced price or paid), the household is sent a notice of adverse action.
- If the status changes from free to reduced price based on the Confirmation Review, the LEA does not change the child's status; and verifies the application. If the child's free status is verified, the LEA does not notify the household. However, if the child's status changes from free to either reduced price or paid, the household is sent a notice of adverse action.
- If based on the Confirmation Review, the status changes from free or reduced price to paid, the LEA immediately sends the household a notice of adverse action; does not verify the application; selects another similar application and follows the confirmation review procedures for the newly selected application.

Review the Verification section of the Eligibility Manual for School Meals for additional information.

**Follow-up Official Signature Line:** NOTE: THIS APPLIES TO SCHOOLS ONLY. There is a formal follow-up requirement for households that fail to respond to the initial request for verification. The Follow-up Official may be the same person as the Determining Official or the Confirming Official. The Follow-up Official must make at least one attempt to obtain the necessary documentation from the household. The attempt may be made through the mail, telephone, email or personal contact. The LEA must document any attempts and the results, if any. If the LEA is unable to verify the household's eligibility status after the follow-up attempt(s), the household's benefits must be terminated. The LEA may contract with a third party to assist with the required follow-up activity. Any third party is subject to the confidentiality requirements outlined in the current regulations. Review the Verification section of the Eligibility Manual for School Meals for additional information.

## **CHILD AND ADULT CARE FOOD PROGRAMS:**

**Tier 1 Income or Tier 1 Area:** NOTE: THIS APPLIES TO CACFP HOME SPONSORS ONLY.

**Tier 1 Eligibility of Non-Residential Children Enrolled in Tier 2 Mixed Homes:** NOTE: THIS APPLIES TO PARENTS WHOSE CHILDREN RECEIVE CARE AT AN IN-HOME CARE SETTING.

# Iowa Eligibility Application

FFY 13-14

**Complete one application per household. School Year 2013-2014**

**Part 1. Check all applicable boxes:**

<input type="checkbox"/> school meals	<input type="checkbox"/> children in child care center	<input type="checkbox"/> children in child care home(HP)
<input type="checkbox"/> special milk (restrictions apply)	<input type="checkbox"/> Tier I home provider (HP)	Provider name: _____
	<input type="checkbox"/> Head Start/Even Start	

**Part 2. Children enrolled. REQUIRED OF ALL APPLICANTS. If eligible, list FIP or Food Assistance Case Number.**

List name(s) of all enrolled child(ren) in your household. Children's Racial and Ethnic identities are optional. Provide one or more if you choose (see code).

**Ethnicity:** H=Hispanic or Latino, N=Non Hispanic or Latino  
**Race:** A=Asian, B=Black or African American, I=American Indian or Alaska Native, P=Native Hawaiian or other Pacific Islander, W=White

Last Name	First Name	Middle Name or Initial	Check box for FOSTER child	Date of Birth	Grade	OPTIONAL		Name of School/Head Start/Child Care Center/Home
						ETHNICITY	RACE	
1.			<input type="checkbox"/>					
2.			<input type="checkbox"/>					
3.			<input type="checkbox"/>					
4.			<input type="checkbox"/>					
5.			<input type="checkbox"/>					

**FIP or Food Assistance Eligible:** Enter the FIP or Food Assistance Case Number for ANY household member as listed in the Notice of Decision. **NOTE:** Medicaid, Title XIX, FIP card number and EBT card number are not acceptable.

Name of household member with Case Number \_\_\_\_\_ List Case Number \_\_\_\_\_

**Part 3. Total Household Gross Income. DO NOT COMPLETE PART 3 IF YOU LISTED A FIP OR FOOD ASSISTANCE NUMBER IN PART 2.**

Report the gross income received by EACH household member one time in the correct column: weekly, every 2 weeks, twice a month or monthly. Gross income is the amount earned before taxes and other deductions, not take-home pay. Report all other monthly income received. Self-employed persons, see the worksheet on reverse side of this application.

List the names of everyone living in your household, including the children listed in Part 2. Attach a separate page if more space is needed. For FOSTER children, include only money available for child's personal use or child's own income.

Last Name	First Name	Age	Check if NO Income	Gross Income: Report income by how often the household member is paid.				Other Monthly Payments or Income Received.		
				Gross amount earned weekly	Gross amount earned every 2 weeks	Gross amount earned twice a month	Gross amount earned monthly	Welfare, child support, alimony, adoption subsidies	Pension, retirement, social security, SSI, VA benefits	All other income
1.			<input type="checkbox"/>							
2.			<input type="checkbox"/>							
3.			<input type="checkbox"/>							
4.			<input type="checkbox"/>							
5.			<input type="checkbox"/>							
6.			<input type="checkbox"/>							

My Social Security Number: **X XX - X X** - \_\_\_\_ \_\_\_\_ \_\_\_\_  I do not have a Social Security Number.  
 If Part 3 is completed, the adult signing the form must provide the last 4 digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box. **For further information refer to the Privacy Act Statement in the parent letter.**

**Part 4. Certification and Signature. REQUIRED OF ALL APPLICANTS.**

I certify (promise) that all information on this application is true and that all income is reported if required. I understand that I will receive benefits from Federal funds based on the information I give. I understand that officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal/milk benefits, and I may be prosecuted. Email of Adult completing Form \_\_\_\_\_

Signature of Adult Completing Form \_\_\_\_\_ Printed Name of Adult Completing Form \_\_\_\_\_ Date Signed \_\_\_\_\_

Address of Adult Completing Form \_\_\_\_\_ Town \_\_\_\_\_ ZIP Code \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Part 5. DO NOT WRITE BELOW THIS LINE. FOR ADMINISTRATIVE USE ONLY.**

Income conversion factors for annual income: weekly X 52; two weeks X 26; twice a month X 24; monthly X 12  
 Household Income: \$ \_\_\_\_\_  Weekly  Every 2 Weeks  Twice Monthly  Monthly  Annually Household Size \_\_\_\_\_

Application Approved:	<input type="checkbox"/> Income	<input type="checkbox"/> Foster Child (free)	<input type="checkbox"/> FIP/Food Assistance	<input type="checkbox"/> CACFP HP ONLY:
Eligibility Determination:	<input type="checkbox"/> Head Start	<input type="checkbox"/> DOCUMENTATION REQUIRED	<input type="checkbox"/> Homeless/Migrant (Schools only)	<input type="checkbox"/> Tier 1 Area (Provider's own children)
Application Denied:	<input type="checkbox"/> Free Meals	<input type="checkbox"/> Reduced Price Meals	<input type="checkbox"/> Free Milk	<input type="checkbox"/> Tier 1 Income (All children)
	<input type="checkbox"/> Incomplete	<input type="checkbox"/> Over income limits		<input type="checkbox"/> Tier 1 Child (Tier 2 mixed)

	_____ <b>Confirming Official Signature (Schools only)</b> <b>Date</b>
_____ <b>Determining Official Signature</b> <b>Effective Date</b>	_____ <b>Follow-Up Official Signature (Schools only)</b> <b>Date</b>

**hawk-i/Medicaid Information Form: Read this information and sign if you do not want your name released to hawk-i or Medicaid.**

If your children do not have health insurance, many families getting free and reduced price meals can also get free or low-cost health insurance for their children.

The law requires schools to share your free and reduced price meal eligibility information with Medicaid and *hawk-i*, the State's medical insurance program for children. Specifically, we will give them your child's name and your name and address. Medicaid and *hawk-i* can only use the information to identify children who may be eligible for free or low-cost health insurance and then to contact you. They are not allowed to use the information from your free and reduced meal application for any other purpose.

Childcare organizations may share this information at their option.

You are not required to allow us to share information from your children's free and reduced price meal application with Medicaid or the *hawk-i* program. It will not affect your children's eligibility for free and reduced price meals. If you do NOT want your information shared with Medicaid or *hawk-i*, you must tell us by completing the information below at the time you complete this eligibility application. If you want further information, you may call *hawk-i* at 1-800-257-8563.

**I DO NOT want school/home sponsor/child care or Head Start center officials to share information from my free and reduced price meal application with Medicaid or *hawk-i*. Also, if you are already receiving Medicaid or *hawk-i*, please sign below. This will avoid another contact.**

Child's Name: \_\_\_\_\_ School/Child Care/Head Start Center: \_\_\_\_\_  
 Child's Name: \_\_\_\_\_ School/Child Care/Head Start Center: \_\_\_\_\_  
 Child's Name: \_\_\_\_\_ School/Child Care/Head Start Center: \_\_\_\_\_

Parent/Guardian Name (Printed) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Self-Employment Income Worksheet: This worksheet will assist you in calculating the amount to report if you engage in farming, are self employed or have income from other sources.**

Persons who are engaged in farming or who operate other types of private businesses may experience variations in cash flow or monthly income throughout the year. These persons may use their income tax records from the preceding calendar year as a basis for applying for the free and reduced price meals. The income to be reported is income derived from the business venture less operating costs incurred in the generation of that income. Deductions for personal expenses such as medical expenses and other non-business deductions are not allowed in reducing gross business income.

If you have additional income from other kinds of employment, this income must be treated as separate and apart from the income generated from your business venture. USDA **DOES NOT** recognize income the same way as IRS. USDA does not permit a loss from a business venture to off-set earnings from wages or salary. Though your business may have suffered a net operational loss, for purposes of this application, it is not possible to have a negative income. **The least self employed income possible is zero (no income).** For example, if you operated a business at a net loss but held another job where you received wages, your income for purposes of applying for free or reduced price meals would be the income from your wages only. The loss from the business cannot be deducted from the amount of the income earned in the other job.

A prior year loss from farming or other private business operation cannot be used to reduce the current year net income for determining free and reduced price eligibility. Wages paid to a spouse or other family member in the operation of a farm or private business must be shown as household income in Part 3 of the application.

**Income from private business operations is to be taken from your most recent U.S. Individual Income Tax Return - Form 1040. Use the lines from the 1040 that are identified.**

Line 12 - Business income or (loss)	\$	
Line 13 - Capital gain or (loss)	\$	
Line 14 - Other gains or (losses)	\$	
Line 17 - Rental real estate, royalties, partnerships, S corporations, trusts, etc.	\$	
Line 18 - Farm income or (loss)	\$	
Total		
<b>The least income possible is zero (a negative number cannot be reported)</b>		
Total ÷ 12* =		

\*Enter amount in the "All Other Income Last Month" column in Part 3 on the front of the Iowa Eligibility Application.