

Notice to Households, Parents & Guardians
Child & Adult Care Food Program

Dear Parent/Guardian:

This letter is for parents who have children enrolled at a family day care home. We are required to provide meal benefits to all enrolled children. Please help us comply with requirements of the U.S. Department of Agriculture's (USDA) Child & Adult Care Food Program (CACFP) by completing the Income Eligibility Form.

Your child is enrolled at the home of _____ who is a Tier 2 family day care home provider participating in USDA's CACFP through an agreement with our agency. Under this agreement, your family day care home provider receives reimbursement for meals served to your child while in care. The amount of reimbursement received by your family day care home provider depends on the income of the households of children in care. Please complete the enclosed Income Eligibility Form and return it to us as soon as possible. **Please do not return the Income Eligibility Form to your family day care home provider.**

Depending on your family size and income, our family day care home provider will be reimbursed at either a higher tier 1 reimbursement or at a lower tier 2 reimbursement for your child's meals. If your household receives benefits under:

- 3SquaresVT / The Food Stamp Program;
- Reach Up;
- Head Start; or
- Free or Reduced Price School Meals,

you only need to list your current Food Stamp or Reach Up case number, or indicate that you participate in the other eligible programs on the Income Eligibility Form. You must also have an adult sign and date the form. Your family day care home provider will then be eligible to receive the higher tier 1 reimbursement for meals served to your children.

However, if your household does not receive benefits under Food Stamps, Reach Up, Head Start or Free or Reduced Price Meals in the National School Lunch Program, please complete the Income Eligibility Form and make sure you:

- Provide names of all household members and their income by source; and
- Have an adult sign, date, and provide his or her social security number, or write "none" if the adult does not have a social security number.

USDA defines a household as a group of related or unrelated individuals (not residents of a boarding house or institution) who are living as one economic unit (i.e., sharing

living expenses). Therefore, the income reported on the Income Eligibility Form must include the gross income of all members of your household, by source.

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. If your household's income is equal to or less than the amounts indicated for your household size on the Income Chart, the home receives a higher rate of reimbursement for meals served to your children.

You should notify us if you become unemployed and the loss of income during the period of unemployment causes your household income to be within eligibility standards.

Foster Children: For households with foster children, please refer to the instructions.

Confidentiality: We will use the information on the form to decide the level of reimbursement your family day care home provider is eligible to receive. We may inform officials of other child nutrition, health and education programs of the information on your form to determine benefits for those programs.

Thank you for your cooperation.

Sincerely,

Sponsor Representative

Date

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. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.