

## **Notice to Households, Parents & Guardians**

### Child & Adult Care Food Program

Dear Parent/Guardian:

This letter is for parents who have children enrolled in a day care center. 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.

Please complete, sign and return the attached Income Eligibility Form to us as soon as possible. All children enrolled in our center receive their meals at no separate charge, but the determination of eligibility category affects the amount of Federal funding received by our center.

If your household receives benefits under:

- 3SquaresVT or The Food Stamp Program; or
- Reach Up,

you only need to list your current Food Stamp or Reach Up case number on the Income Eligibility Form. You must also have an adult sign and date the form.

However, if your household does not receive benefits under Food Stamps or Reach Up, 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 center 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 the child care center 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,

---

Institution 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.

July 2006 – Non-pricing Child Care Centers - Notice to Households