**Notice to Providers**

Child & Adult Care Food Program

Dear Provider:

To qualify for Tier 1 reimbursement, or if you wish to receive reimbursement for meals served to your own children under the U.S. Department of Agriculture’s (USDA) Child and Adult Care Food Program (CACFP), you must complete, sign and return the enclosed Income Eligibility Form (IEF) to us.

**Establishing Eligibility as a Tier 1 Day Care Home:**

In order to qualify for the higher Tier 1 reimbursement for meals served to children enrolled in your family day care home, you must:

* Be located in an eligible area as determined by school data or census data;

**or**

* Establish individual income eligibility through the Income Eligibility Form (IEF)

Our office will determine your eligibility as a Tier 1 day care home based on information you provide on the IEF. To be eligible for Tier 1 reimbursement under individual income eligibility you must:

* Submit a completed and signed IEF;
* Make sure you report all household income, not just your family day care home business income; and
* Provide sufficient documentation of your income to determine your eligibility.

**We are required by law to verify the income information on your IEF. Please include income documentation with your completed IEF.** If you operated a family day care home business last year, please attach a copy of your most recent tax return including Schedule C. Income documentation may include:

* Payment statements from salaried work for all members of your household, including your spouse;
* A copy of your most recent tax return forms showing your accurate income;
* Statements from other forms of income for all household members; or
* Proof of your gross household income for last month along with an income and expenses statement for that month.

**Establishing Eligibility for Reimbursement for Meals Served to Your Own Children:**

If you wish to receive reimbursement for meals served to your own children, you must complete and sign the IEF. Even if you live in an eligible area, you are required by CACFP regulations to complete the form if you wish to claim meals served to your own children. Our office may verify the income information you submit, but we are not required to do so in this circumstance. In this circumstance, do not submit income documentation unless we specifically ask you to do so.

If you do not live in an eligible area and you choose not to complete this form or you are not eligible for free or reduced price meals, you will receive the lower Tier 2 reimbursement for meals served to children enrolled in your family day care home. However, if you have already been classified as a Tier 1 day care home because your home is located in an eligible area, you do not have to complete this form unless you would like to also receive reimbursement for meals served to your own children. Please contact your sponsoring organization if you do not know whether you live in an eligible area.

**For All Households:**

USDA defines a household as a group of related or unrelated individuals (not residents of a boarding house or an institution) who are living as one economic unit (i.e., sharing living expenses). Therefore, the income reported on the IEF 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 and the period it was received. 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’s size on the attached Income Chart listed on the IEF, you will receive a higher level of reimbursement.

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 the eligibility standards.

**Confidentiality of Information on the Income Eligibility**

We will use the information on the IEF to decide if you qualify for Tier 1 reimbursement or if you are eligible to claim reimbursement for meals served to your own children. 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,

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Sponsoring Organization Representative Date

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf), (AD-3027) found [online](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

(1)mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.