

## **Child and Adult Care Food Program (CACFP)**

### **Notice to Households, Parents & Guardians (Tier II)**

Dear Household:

Your child is enrolled at a family childcare home that participates in the United States Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP) to provide meals and snacks to children enrolled in care. As a participant in the Program, the childcare home is required to provide meal benefits to all enrolled children. This letter provides additional information to parents or guardians on how households qualify for free or reduced-price meals.

The family childcare home is a Tier II home provider. The amount of reimbursement received by the family childcare home provider depends on the income of the households of children enrolled in care. Please complete the enclosed Income Eligibility Form (IEF) and return it to the Sponsoring organization or the family childcare home provider. The submitted income eligibility form will not be reviewed by the day care home provider. The household is not required to complete the income eligibility form in order for their children to participate in CACFP.

If your household has enrolled children that are considered foster, homeless, runaway, migrant, or enrolled in head start, they are automatically eligible for free meals. Please indicate these children's qualifying determination by checking the applicable boxes. The family childcare home provider will receive Tier I rates for meals served to your children.

If your household receives benefits under one of the two programs below, children are eligible for free meals. The household must list the individual residing in the household who receives the benefit and their current 3SquaresVT (SNAP or Food Stamp) or Reach Up case number on the IEF. An adult member of the household must sign and date the form. The family childcare home provider will receive Tier I rates for meals served to your children.

- 3SquaresVT (Food Stamp) Program; or
- Reach Up.

If your household does not receive benefits under 3SquaresVT or Reach Up, please complete the household income section of the IEF. The family childcare home provider will receive either Tier I or Tier II rates depending on the information submitted on the IEF. Please report the following information:

- The names of all household members and their income by source; and
- Sign, date, and provide the last 4 digits of your social security number or check the box that indicates 'I do not have a social security number'.

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. 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 IEF must include the gross income of all members of your household, by source. If your household's income is equal to or less than the amounts indicated for your household size on the Income Guidelines Chart, the family childcare home provider receives a higher rate of reimbursement for meals served to your children.

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

**Confidentiality Disclaimer:** By signing the income eligibility form and giving it to the day care home provider, the household has given the day care home provider written consent to collect and transmit the household's application to the Sponsoring organization. The Sponsoring organization will only use the information provided on the form to decide the level of reimbursement the family childcare home is eligible to receive each month. This information will be kept in a secure location with limited personnel access. The Sponsoring organization 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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Institution Representative

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Date

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

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