

**CACFP ELIGIBILITY APPLICATION - FAMILY DAY CARE HOMES  
PROVIDER'S INCOME and PROVIDER'S OWN CHILDREN**

**PART 1A: Provider's Name:**

**PART 1B: Complete this part if you are claiming your own children.**

**Child's Name:** Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Child's Name:** Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_ Date of Birth \_\_\_\_\_

**PART 2A - HOUSEHOLD NOW GETTING SNAP, TANF, or FDPIR, BENEFITS: Complete this part and sign the statement in PART 3 - DO NOT complete PART 2B. If a child or a child's parent is participating in or subsidized under a Federally or State supported child care or other benefit program with an income eligibility limit that does not exceed the eligibility standard for free or reduced-price meals, meals served to the child are automatically eligible for tier I reimbursement, subject to the completion of the application.**

SNAP case #: \_\_\_\_\_ TANF identification #: \_\_\_\_\_

FDPIR identification #: \_\_\_\_\_  
(Food Distribution Program on Indian Reservations)

**PART 2B - ALL OTHER HOUSEHOLD MEMBERS: If you did not complete PART 2A, complete this PART and PART 3.**

NAMES		CURRENT INCOME/FREQUENCY - (Last Month)		
Names of All Household Members	Earnings from Work (Before Deductions) Job 1	Welfare, Child Support, Alimony	Payments from Pensions, Retirement, Social Security	Earnings from Job 2 or any Other Income

**PART 2C - Complete this PART and PART 3. If this is a foster child check here ( ). Foster children are eligible for free and reduced-price meals regardless of household income.** Households with foster and non-foster children may choose to include the foster child as a household member, as well as any personal income earned by the foster child, on the same household application that includes their non-foster children

Is this a homeless child or a child evacuated from Japan or Bahrain?  Yes  No. Certification from the agency that assisted with the evacuation or is providing shelter is required.

**PART 3 - SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER:**

I certify that all the above information is true and correct, and that all income is reported. I understand that this information is being given for the receipt of federal funds; that Program officials may verify the information on the application and that deliberate misrepresentation of the information on the application may subject me to prosecution under applicable state and federal criminal laws.

Signature of DCH Provider: \_\_\_\_\_ Last Four Digits of Social Security #: \_\_\_\_\_ Check if no SSN   
(Required) (Required (last 4 digits) for households qualifying by income)

Printed name of DCH Provider: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Home Address \_\_\_\_\_ Zip Code \_\_\_\_\_ Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

**PART 4 - ETHNIC IDENTITY: (Please check one)**

Hispanic or Latino  Not Hispanic or Latino

**RACE OF PARTICIPANT: (Please check one or more)**

White  Black or African American  American Indian or Alaskan Native  
 Asian  Native Hawaiian or Other Pacific Islander

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. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for your child or other FDPIR identifier 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 Program.

**For Sponsoring Organization Use Only:**

( ) YES ( ) NO

**MONTHLY INCOME CONVERSION: WEEKLY X 4.33 EVERY 2 WEEKS X 2.15 TWICE A MONTH X 2**

Total family income: \_\_\_\_\_ Family size: \_\_\_\_\_

Tier I \_\_\_\_\_ Eligible:

Tier II \_\_\_\_\_ Not Eligible:

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For state use only:	
Verified by: _____	Date: _____
Verified classification: <input type="checkbox"/> Free <input type="checkbox"/> Reduced <input type="checkbox"/> Denied	
Reason for change in classification:	

**CACFP ELIGIBILITY APPLICATION INSTRUCTIONS  
FAMILY DAY CARE HOMES**

Please complete the Child and Adult Care Food Program Eligibility Application using the instructions below. Sign the statement and return it to the sponsoring organization listed below. Call the organization if you need help: #

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**PART 1A: PROVIDER INFORMATION: Complete this part.**

- (1) Print the name of the Day Care Home provider.

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**PART 1B: Complete this part if you are claiming your own children.**

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**PART 2A: HOUSEHOLD GETTING SNAP, TANF, or FDPIR BENEFITS:**

**Complete this PART and PART 3.**

- (1) List your current SNAP, TANF, or FDPIR case number. Do not complete Part 2B.  
(2) An adult household member must sign the statement in PART 3.

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**PART 2B: HOUSEHOLD INCOME: Complete this PART and PART 3**

- (1) List the names of household members.  
(2) Write the amount of income (the amount before taxes or anything else is taken out), the frequency of income (i.e., weekly, every two weeks, twice a month, or monthly) received **last month** for each household member, and where it came from, such as earnings, welfare, pensions, and other income (refer to examples below for types of income to report). If any amount last month was more or less than usual, write the person's usual income.  
(3) An adult household member must sign this income eligibility statement and give his/her social security number in PART 3.

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**PART 3: SIGNATURE AND LAST FOUR DIGITS OF THE SOCIAL SECURITY NUMBER: All households complete this PART.**

- (1) All eligibility statements must have the signature of an adult household member;  
(2) The adult household member who signs the statement must include the last four digits of his/her social security number. If he/she does not have a social security number, write "none". If you listed a SNAP, TANF, or FDPIR number a social security number is not needed.

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**PART 4: ETHNIC/RACIAL IDENTITY: Complete the Ethnic/Racial identity question.**

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**INCOME TO REPORT**

Earnings from Employment

Wages/salaries/tips  
Strike benefits  
Unemployment compensation  
Worker's compensation  
Net income from self-owned  
business or farm

Pensions/Retirement/Social Security

Pensions  
Supplemental security income  
Retirement income  
Veteran's payments  
Social security

Other Income

Disability benefits  
Cash withdrawn from savings  
Interest/dividends  
Income from estates/trusts/  
investments  
Regular contributions from  
persons not living in the  
household  
Net royalties/annuities/  
net rental income  
Any other income

Welfare/Child Support/Alimony

Public assistance payments  
Welfare payments  
Alimony/Child support payments

Military Households

All cash income, including military  
housing/uniform allowances. Does  
not include "in-kind" benefits NOT  
paid in cash (base housing, clothing,  
food, medical care, etc.)

**Name and Address of Sponsoring Organization**

**For Institutions:**

A representative from the Institution (Eligibility Official) must review the Eligibility Application and classify the application as Free, Reduced, or Denied based on the information provided by the household. Income Eligibility Applications must be signed and dated by the Eligibility Official. Applications not signed and dated will be reimbursed at the paid rate until certified by the eligibility official.

**Dear Day Care Home Provider:**

You are participating in the Child and Adult Care Food Program (CACFP) funded by the U.S. Department of Agriculture and administered by the North Carolina Department of Health and Human Services. Please help us comply with the CACFP requirements by completing, signing and returning the attached income statement as soon as possible to your sponsor. This information is necessary so that you may be paid for the meals served to the children in your care. All children in our program receive their meals free of charge, but the income eligibility category determines the amount of funding you will receive. The information you provide on this form will be confidential and will **NOT** be shared with anyone else without your permission.

Complete the application as follows:

- **PROVIDER’S NAME:** Insert your name.
- **CHILDREN:** Complete Part 1B if you are claiming your own children.
- **SNAP, TANF/WORK FIRST, FDIPIR:** If a household member is currently receiving benefits from any of these programs, provide the program case/identification number as requested. Do not complete Part 2B.
- **HOUSEHOLD MEMBERS:** Complete Part 2B if you do not complete Part 2A. List household members, the name of the enrolled child(ren), and any other dependent children who live in the household.
- **CURRENT INCOME:** List the amount of income each person earned **last** month (**BEFORE**) deductions for taxes, social security, etc.), the frequency of income, and where it is from, such as wages, retirement, or welfare. If any household member’s income last month was higher or lower than usual, list that person’s usual average monthly income.
- **SIGNATURE:** An adult household member must sign the income eligibility application.
- **LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER:** List the last four digits of the social security number of the adult who signs the income eligibility statement. If that adult does not have a social security number, print “None.”

**REDUCED GUIDELINES EFFECTIVE JULY 1, 2018 - JUNE 30, 2019\***

HOUSEHOLD SIZE	YEARLY	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY
1	\$22,459	\$1,872	\$936	\$864	\$432
2	\$30,451	\$2,538	\$1,269	\$1,172	\$586
3	\$38,443	\$3,204	\$1,602	\$1,479	\$740
4	\$46,435	\$3,870	\$1,935	\$1,786	\$893
5	\$54,427	\$4,536	\$2,268	\$2,094	\$1,047
6	\$62,419	\$5,202	\$2,601	\$2,401	\$1,201
7	\$70,411	\$5,868	\$2,934	\$2,709	\$1,355
8	\$78,403	\$6,534	\$3,267	\$3,016	\$1,508
<b>For each additional family member add:</b>	\$7,992	\$666	\$333	\$308	\$154

\*Households with income less than or equal to these levels are eligible for free or reduced-price meals.

You may submit a program Income Eligibility Application any time during the fiscal year. Participants having family members who become unemployed are eligible for free or reduced-price meals during the period of unemployment, provided that the loss of income causes the family’s income during the period of unemployment to be within the eligibility standards for those meals.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, this institution is prohibited from discriminating based on race, color, national origin, sex, age, disability and reprisal or retaliation for prior civil rights 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, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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 U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442 or email [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.