

Letter to Household

Meal Benefit Income Eligibility

Dear Parent/Guardian:

This letter is for parents or guardians of children enrolled in a daycare center. **This facility** offers healthy meals to all enrolled children as part of our participation in the USDA Child & Adult Care Food Program. The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in daycare. Please help us comply with the requirements of the CACFP by completing the digital enrollment packet using the registration link emailed and/or texted to you by your daycare provider.

The electronic registration contains a form referred to as the **Meal Benefit Income Eligibility Form**. By filling out this form, your provider is able to determine if your child(ren) is eligible for free or reduced price meals. Please be aware that no person will be discriminated against because of race, color, national origin, sex, age or disability in the operation of child feeding programs. Please review the FAQs below for more information.

WHO CAN GET REDUCED PRICE MEALS?

Your children can get low cost meals if your household income is within the reduced price limits on this Income Guidelines table also provided electronically. Children in households participating in WIC may be eligible for reduced price meals.

WHO CAN GET FREE MEALS WITHOUT PROVIDING INCOME INFORMATION?

Children in households receiving the following benefits qualify for free meals:

- Supplemental Nutrition Assistance Program (SNAP)
- Temporary Assistance for Needy Families (TANF)
- Food Distribution Program on Indian Reservations (FDPIR)
- Foster children (*see question #3 for more information*)
- Children enrolled in a Head Start Program (HSP)*
- Early Head Start Program (EHSP)*
- Even Start Program (ESP) **and** have not entered kindergarten*

*Note: Households with children enrolled in a HSP, EHSP or ESP can provide a certification letter from the program of the child's enrollment and do not need to complete the CACFP Meal Benefit Income Eligibility Form.

DO I NEED TO FILL OUT A FORM FOR EACH OF MY CHILDREN IN DAYCARE?

You may complete and submit a single electronic [CACFP Meal Benefit Income Eligibility Form](#) for all children enrolled in daycare in your household **only** if the children in daycare are all enrolled at the same center. Submission of the electronic enrollment packet will ensure all required information is transmitted securely to your provider.

WHO SHOULD I INCLUDE AS MEMBERS OF MY HOUSEHOLD?

You must include everyone in your household (*such as grandparents, other relatives, or friends who live with you*) who shares income and expenses. You must include yourself and all children who live with you. You also may include foster children who live with you.

WHAT IF I HAVE FOSTER CHILDREN?

Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income. Households may include foster children on the Meal Benefit Form, but you are not required to include payments received for the foster child as income. Households wishing to apply for such benefits for foster children can provide the Texas Department of Family and Protective Services Form 2085FC, *Placement Authorization Foster Care/Residential Care*, to their child's caregiver and do not need to complete the CACFP Meal Benefit Income Eligibility Form.

HOW DO I REPORT INCOME INFORMATION AND CHANGES IN EMPLOYMENT STATUS?

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 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 Income Guidelines table made available electronically, the center will receive a higher level of reimbursement.

Once properly approved for free or reduced price benefits, whether through income or by providing a current SNAP, TANF, FDPIR case number, you will remain eligible for those benefits for 12 months. You should notify us, however, if you or someone in your household becomes unemployed and the loss of income causes your household income to be within the eligibility standards.

MAY I FILL OUT A FORM IF SOMEONE IN MY HOUSEHOLD IS NOT A U.S. CITIZEN?

Yes. You or your children do not have to be U.S. citizens to qualify for meal benefits offered at the daycare center.

WE ARE IN THE MILITARY. DO WE INCLUDE OUR HOUSING & SUPPLEMENTAL ALLOWANCES AS INCOME?

If your housing is part of the "Military Housing Privatization Initiative" and you receive the "Family Subsistence Supplemental Allowance," do not include these allowances as income. For deployed service members, only the portion of a deployed service member's income made available by them or on their behalf to the household will be calculated as income to the household. Combat Pay, including the "Deployment Extension Incentive Pay (DEIP)," will be excluded from household income calculations. All other allowances must be included in your gross income.

WHAT IF MY INCOME IS NOT ALWAYS THE SAME?

List the amount that you normally get. For example, if you normally get \$1,000 each month, but you missed some work last month and only got \$900, put down that you receive \$1,000 per month. If you normally get overtime, include it, but not if you only get it sometimes.

WILL THE INFORMATION I GIVE BE VERIFIED?

Maybe. We may ask you to send written proof to verify the information you submitted on the form.

WHAT IF I DISAGREE WITH THE DECISION ABOUT THE INFORMATION I COMPLETE ON THIS FORM?

You can talk to your provider's administrative staff responsible for complaints and disagreements. Contact the daycare director or assistant director to inquire. You may do this in person or by calling the provider's main phone number.