## Bright from the Start: Georgia Department of Early Care and Learning CACFP Meal Benefit Income Eligibility Statement\*

Center Name: Ms. Pam's Precious Angels Family Childcare Center 2

PART I: Child(ren) or Adult enrolled to receive	e day care	_									
		SNAP, TANF, or FDPIR c					Children in Head Start, foster care and children who meet the definition of migrant, runaway, or homeless are eligible for				
			nt ID number for children only. All the ve, or SSI or Medicaid case number for		free meals. Check ( $\checkmark$ ) all that apply. (See definitions in FAQs)						
				e EBT numbers.			Foster				
Name: (Last, First and Middle Initial)		Write ca	se number and	I proceed to Part	Ш.	Head Start	Child	Migrant	Runaway	Homeless	
					_						
PART II: Report income for ALL Household N											
Are you unsure what income to include here					ces of Ir	icome" fo	or more in	formation	າ.		
A. Child Income <sup>1</sup> - Sometimes children in the house		ncome. F	Please indication	e the TOTAL		ncome/How	v often?				
income received by child household members listed					\$	/					
B. Other Household Members <sup>1</sup> . List all household Part I. For each Household Member listed, if they o		-		-		• •					
they do not receive income from any source, write		-	-	-						. "	
Name of Other Household Members (First and Last)	1. Earnings from wor	k before	2. Welfare,	child support,	3. Soci	al Security,	pensions,		All other inco		
	deductions / How o	often?		How Often?	Often? retir		rement / How Often?		How Often?		
1	\$/		\$		\$	/		\$	/		
2	\$/		\$	1	\$	/		\$	/		
3	\$ /		\$	1	\$			\$			
	s		\$		\$	/		\$	/		
4	\$/		¢		-   *   \$	/ _		·	/		
5	·		ф 	_/	-   <sup>\$</sup>	/		\$	/		
C. Total Household Members (Adults and Childrer	i) listed in Part I and I	Part II	. <u> </u>								
Social Security Number. If income is listed or completed Social Security Number" box below. (See Privacy Act Stater Last four Digits of Social Security Number XXX-XX		ire to con	plete this sec							n't have a	
	nildren Only										
My child is normally in attendance at the facility between the	· · · · · · · · · · · · · · · · · · ·	am , p	m] to	[am / pm]		Chaok hara i	f only hoford	ofter echoel	care is provid	lad.	
		, ·		. /		Check here i	I Ully belore	aller school	care is provid	ieu.	
Circle the days your child will normally attend the center:	Sunday Monday	Τι	iesday	Wednesday	Th	ursday	Friday	Saturd	ау		
Circle the meals your child will normally receive while in care	e: Breakfast	A	M Snack	Lunch	PM Si	nack	Supper	Eve	ening Snack		
PART IV: Signature											
I certify that all information on this form is true and that all income officials may verify the information. I understand that if I purposefi that the child(ren) or adult listed on the form in Part I are enrolled	e is reported. I understand to ully give false information, to for care <b>If not completed</b> to	hat the cent he particip	ter or day care h ant receiving me	ome will get Federa als may lose the ma inant will be place	al funds bas eal benefits, d in the Pai	ed on the info and I may be	rmation I give prosecuted. 1	: I understand This signature	l that CACFP also acknowlea	ges	
Signature: X				,			Date:				
Address:	Citv:			State:	GA Zi	p:	Pho	ne:			
*This application is a revision of USDA's newly released meal be									other research		
PART V: Participant's Ethnic and Racial Iden	tities (optional)										
Check (✓) one ethnic identity:	Check (✔		more racial i								
Hispanic/ Latino D Not Hispanic/ Latino	Asian	White	Black or Afri	an American 🗖	Indian or <i>I</i>	Alaska Nativ	e 🔲 Hawai	ian or other I	Pacific Islande	er	
Official Use Only Section for Provider: Annual In	come Conversion: W	eekly x (	52, Every 2 w	eeks x 26, Twi	ce a mon	th x 24, M	onthly x 12	2			
Total income: Per: Der: Week	Every 2 Week	s [	Twice a mo	onth 🔲 l	Month	Year	Но	usehold Si	ze:		
Categorical Eligibility: check (✓) if applicable	Eligibility: check	(✔) one	Free 🗌	Reduce	d 🗌	Pa	id 🗌				
Day Care Homes Only: check (✓) one Tier I	Tier II	,									
When more than one person is performing CACFP		at least	two signature	s on this form:	one sian	ature from	the Detern	nining Offic	ial (the offic	al who	
determined initial income classification) and one signature:	gnature from the Conf	irming O									
Confirming Official's Signature:				Date:							
Follow Up Official's Signature:				Date:							

The participant in the day care facility may qualify for free or reduced-price meals if your household income falls within the limits on the Annual Income Eligibility Guidelines.

Household Size	Yearly Income				
1	\$23,606				
2	\$31,894				
3	\$40,182				
4	\$48,470				
5	\$56,758				
6	\$65,046				
7	\$73,334				
8	\$81,622				
Each additional person	Add: \$8,288				

**Privacy Act Statement:** 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 social security of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Food Stamp, 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.

**Non-discrimination Statement:** 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 <u>USDA Program Discrimination Complaint Form</u>, (AD-3027) found online at: <u>http://www.ascr.usda.gov/complaint\_filing\_cust.html</u>, 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 mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; fax: (202) 690-7442; or email: program.intake@usda.gov.

## This institution is an equal opportunity provider.

## Sources of Income Chart<sup>1</sup>

## INSTRUCTIONS

Sources of Income for Children		Sources of Income for Adults						
Sources of Child Income	Example(s)	Earnings from Work	Public Assistance/ Alimony/Child Support	Pensions/Retirement/All Other Income				
- Earnings from work	- A child has a regular full or part-time job where they earn a salary or wages	- Salary, wages, cash bonuses - Net income from selfemployment (farm	- Unemployment benefits     - Worker's compensation     - Supplemental Security Income (SSI)     - Cash assistance from State or local government     - Alimony payments     - Child support	<ul> <li>Social Securit (including railroad retirement and black lung benefits)</li> <li>Private pensions or disability benefits</li> <li>Regular income from trusts or estates</li> </ul>				
- Social Security - Disability Payments - Survivor's Benefits	<ul> <li>A child is blind or disabled and receives Social Security benefits</li> <li>A parent is disabled, retired, or deceased, and their child receives Social Security benefits</li> </ul>	or business) If you are in the U.S. Military: - Basic pay and cash bonuses (do NOT include combat pay,		Annuities     Investment income     Earned interest     Regular cash payments from outside     household				
- Income from person outside the household - A friend or extended family member regularly gives a child spending money		FSSA or privatized housing llowances) - Allowances for off-base housing,	payments - Veteran's benefits - Strike benefits					
- Income from any other source	- A child receives regular income from a private pension fund, annuity, or trust	food and clothing						

## Households that receive SNAP, TANF, FDPIR, SSI or Medicaid: Complete the following:

Part I: For family day care home and child care center, list participant's name and a SNAP, TANF, or FDPIR case number. For adult day care, list participant's name and a SNAP, TANF, FDPIR, SSI or Medicaid case number. Note: foster children (children placed in the household by the court system) can be included in this section. A separate form is no longer needed for foster children. Note: Children in Foster care, enrolled in Head Start and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals. Please refer to the Q&A section for a definition of each free categorical eligibility.

Part II: Skip this part.

**Part III**: Child care centers only. Provide the normal days and hours your child is in attendance in the center and indicate the meals he/she normally receives while in care.

Part IV: Sign the form.

Part V: Answer this question if you choose to.

#### All other Households, including WIC households, complete the following:

Part I: For family day care home, child care center or adult day care, list participant's name.

Part II: To report total household income from last month, complete the following:

A- Child Income: Please indicate the TOTAL income received by Child household members listed in PART I. Please list any child income and how often it is received in this section.

**B** - Adult Income: List the first and last name of each Adult person living in your household as an economic unit. Youmust indicate yourself and all other adult members living with you. In the case of an adult participant, the adult participant, and if residing with the adult participant, the spouse and dependent(s) of the adult participant should be listed here as well. Attach another sheet if necessary.

List Gross Income. Next to each person's name, list each type of income received last month, and how often it was received. B-Column 1: List the gross income each person earned from work. This is not the same as take-home pay. Gross income is the amount earned before taxes and other deductions. The amount should be listed on your pay stub, or your boss can tell you. Next to the amount, write how often the person got it (weekly, every other week, twice a month, or monthly).

B-Column 2: List the amount each person got last month from welfare, child support, alimony.

B-Column 3: List Social Security, pensions, and retirement.

**B-Column 4:** List all other income sources including Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits IVA benefits), disability benefits, regular contributions from people who do not live in your household. Report net income from self-owned businesses, farming, or rental income. Next to the amount, write how often the person got it. If you are in the Military Housing Privatization Initiative do not include this housing allowance.

**Social Security Number:** If income is listed or completed in Part II, the adult completing the form must also list the last four digits of his or her Social Security Number or mark the "I don't have a Social Security Number" box.

If no income: If the person does not receive income from any source, write "0". If "0" is entered or any income field are blank, the person is certifying that there is no income to report.

C - Total Household Members. Please list the total number of all household members (children and adults) in this section.

Part III: Child care centers only. Provide the normal days and hours your child is in attendance in the center and indicate the meals he/she normally receives while in care.

**Part IV:** An adult household member must complete this section completely and then sign the form. Please refer back to Part II to ensure the last four digits of his/her social security number have been recorded or the box has been marked if he/she does not have one. **Part V:** Answer this question if you choose to.

**Privacy Act Statement:** This explains how we use the information you give us.

## The Child and Adult Care Food Program Income Eligibility Statement Form and Supporting Documents

The United States Department of Agriculture (USDA) issued revised Income Eligibility Statements (IES) and other required forms to all state agencies to disseminate to institutions participating in the Child and Adult Care Food Program (CACFP). The newly revised IES package includes the following: IES form and instructions, reduced income guidelines template with privacy and non-discrimination statement, Sharing Information with Medicaid/SCHIP letter, sample house-hold letters based on program type, and template letters to use when verifying income and reporting the results of the verification. This newly revised IES application conforms to USDA's newly released prototypes and therefore meet all legal requirements and reflect design best practices identified by USDA through focus testing and other research.

The revised IES package and supporting documents is available at <u>http://www.decal.ga.gov/BftS/FormList.aspx?cat=CACFP.</u>

## **Frequently Asked Questions**

#### Q. What information do I issue to parents?

A. Institutions and facilities should issue the IES form, reduced income guidelines with the privacy and non-discrimination statement, appropriate household letter, and the Sharing Information with Medicaid/SCHIP letter to parents/guardians of children/adults participating in the CACFP.

#### Q. Can centers/day care homes require parents/guardians to complete the IES form as part of the enrollment package?

A. Centers/day care homes can **request** that parents/guardians complete the form as part of the enrollment process, but centers should **not require** parents/guardians to complete the form nor should they have policies/practices in place that negatively impacts the prospective/current participant's enrollment if the parent declines or fails to complete or submit the form. This action would be in violation of the Program.

#### Q. Why is it necessary to issue the Sharing Information with Medicaid/SCHIP letter to parents?

**A.** Parents/guardians that do not wish to have their information shared with either Medicaid or SCHIP must complete the form and return to facility. Otherwise and when requested by Bright from the Start or the United States Department of Agriculture (USDA), parent/guardian information will be shared with Medicaid/SCHIP.

# Q. Is it necessary to have three official's signatures on the new IES form-especially when the center is an independent center with only one staff person managing the CACFP?

**A.** No. Only one signature is required for Independent centers with only one staff person responsible for managing the CACFP. However, institutions with more than one person managing the CACFP, and center and administrative sponsors are required to have a minimum of two signatures: **determining official and confirming official**.

#### Q. What is the purpose of having a determining and confirming official signature?

**A.** The confirming official will review the form and ensure accuracy and completeness. IES forms are considered current and valid until the last day of the month in which the form was dated on year earlier. The date to be used to make this determination is the date in which the sponsor or institution official signs the IES form to certify eligibility of the participant.

#### Q. How long is the IES form considered current and valid?

**A.** IES forms are considered current and valid until the last day of the month in which the form was dated one year previously. The date used to make this determination is the date in which the sponsor/ independent center official or parent/guardian signs the IES form. CACFP institutions and SFSP sponsors must decide which date they will use as the effective date and apply this date to all income eligibility forms submitted on behalf of all participants. CACFP institutions and SFSP sponsors are required to complete the **Income Eligibility - Effective Date Option Form.** In addition, institutions must indicate the options chosen in Section VIII. Recordkeeping (Item #2) of their Management Plan.

This means that sponsor and independent center officials should not request parent/guardians to complete IES forms at a specific frequency (e.g. start of each school year, every June, etc.). Request made by the sponsor or independent center official for IES form completion should be based solely on the expiration date of the IES forms.

#### Q. Do I send a report to Bright from the Start listing parent/guardians that want their information shared with Medicaid/SCHIP?

A. No. When instructed by USDA, Bright from the Start will request and collect data from institutions.

#### Q. Can this form be used for children in childcare facilities and adults in adult daycare facilities?

A. Yes.

#### Q. Can siblings be listed on one form?

A. Yes. Siblings from the same household can be listed on one form as long as there is space available.

#### Q. When do I verify parent/guardian income?

A. At the request of the United States Department of Agriculture (USDA), Bright from the Start, or any of its agents.

#### Q. Where can I get copies of the IES form and supporting documents?

A. Access Bright from the Start's webpage at http://www.decal.ga.gov/BftS/FormList.aspx?cat=CACFP

#### Q. Can I still participate in the CACFP if parents do not complete the IES form or do not return the form to my center?

**A.** Yes. However, children that do not have IES forms on file must be placed in the "**paid**" category on the roster, which will effect monthly reimbursement. Centers that are using the IES form to capture annual enrollment information will be required to use an alternate enrollment form that captures at a minimum the name of the child, normal hours and days of care and meals the child usually receives while in attendance.

#### Q. What if the form is completed by the parent but is not signed and dated by the sponsor or independent official. Is the form valid?

**A.** The form would neither be current nor valid for free or reduced price meals since the signature and date of the sponsor or independent official is the certification of the eligibility of the participant.

#### Q. Are households required to report changes in circumstances?

**A.** No, Public Law 108-265 modified the requirements related to reporting changes in income during the period of eligibility covered by the application. Households are not required to report changes in circumstances, such as increase in income, a decrease in household size, or when the household is no longer certified eligible for benefits through Supplemental Nutrition Assistance Programs (SNAP) or Temporary Assistance for Needy Families (TANF).

#### Q. Are temporary approvals (45 days) still required when no income is reported?

**A.** No. Temporary approvals previously provided for short term assistance, such as when a household experienced a temporary income reduction or when no income was reported have been eliminated, are no longer required. Now, year-long eligibility includes households that report no income on their IES forms.

#### Q. Can parents list some but not all of the household income received?

**A.** No, the IES form requests all the household income including the frequency. By signing the IES form the parent/guardian certifies that all the information on the form is true and that all income is reported and that they understand that the center or day care home will receive Federal funds based on the information listed by the parent/guardian.

#### Q. Do children participating in Head Start or Early Head Start need to complete additional income eligibility forms to qualify for free meals?

**A.** Children enrolled in federal and state-funded Head Start or Early Head Start Programs are categorically eligible to receive free meal benefits without further application or eligibility determination. Categorical eligibility means Meal Benefit Forms are not required.

Eligibility determinations for the CNPs are made on an annual basis. As long as the child is enrolled in Head Start or Early Head Start at the time the annual eligibility determination is made, all reimbursable meals served to that child may be claimed at the free rate.

Institutions, sponsors, and school food authorities may establish eligibility of all Head Start enrollees through documentation provided by the Head Start program. Forms of acceptable documentation include:

- o Approved Head Start application
- o Statement of Head Start enrollment
- o List of participants from a Head Start official

# Q. If a child who is eligible for Head Start benefits also attends a child care center or day care home, is the child automatically eligible for free CACFP meals at the child care facility without further application or eligibility determination?

**A.** Yes. All CACFP reimbursable meals served to children enrolled in Head Start or Early Head Start may be claimed at the free rate by child care centers or at Tier I rates in day care homes in which they are enrolled. Documentation of acceptable Head Start eligibility must be maintained.

## Q. Are the siblings or other children who are members of a Head Start child's household also automatically eligible for free meals without further application?

A. Only children enrolled in Head Start are categorically eligible. Categorical eligibility based on Head Start enrollment does not extend to all children in the same household.

# Q. Can a day care home document its eligibility for Tier I reimbursement based on the provider's own child's enrollment in a Head Start program?

**A.** The Improving Head Start for School Readiness Act of 2007 (Public Law 110-134) extended categorical eligibility only to children enrolled in Head Start; therefore, a child's Head Start enrollment does not extend to the provider.

# Q. Are children who are enrolled in Head Start, but who are members of households that are above the Head Start income eligibility requirements, still eligible for CACFP meals at the free rate?

**A.** Yes. All reimbursable meals served to children enrolled in Head Start may be claimed at the free rate. Head Start serves primarily children from families with household incomes at or below the federal poverty level. However, a small proportion of children in families with household incomes above the poverty level may also be served.

Public Law 110-134 amended sections 9(b)(12)(A)(iii) and 17(c)(5) of the Richard B. Russell National School Lunch Act to make any child enrolled in Head Start categorically eligible for free meals without further application or eligibility determination.

### Q. Are children enrolled in state-funded prekindergarten programs eligible for free meals?

**A.** Children participating in state-funded prekindergarten programs are not automatically eligible for free meals. In California, the income eligibility requirements for state-funded preschools are less stringent than the requirements for the Head Start Program. Therefore, determinations of eligibility for free meals for participants must be made on an individual basis.

Section 107 of the Child Nutrition and WIC Reauthorization Act of 2004 (Act) amended section 9(b) of the Richard B. Russell National School Lunch Act to make runaway, homeless and migrant children categorically eligible for free meal benefits under the National School Lunch and School Breakfast Programs and is effective July 1, 2004.

#### Q. What is the definition of homeless?

**A.** The term "homeless children" has the meaning given to "homeless children and youths" in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)).

"Homeless children" means:

1. Individuals who lack a fixed, regular, and adequate nighttime residence; and

### 2. Includes -

a. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are bandoned in hospitals; or are awaiting foster care placement;

b. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;

c. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

d. Migratory children who qualify as homeless because they are living in circumstances described in a-c above.

#### Q. What is the definition of migrant?

**A.** Migrant family means, for purposes of CACFP eligibility, a family with children under the age of compulsory school attendance who changed their residence by moving from one geographic location to another, either intrastate or interstate, within the preceding two years for the purpose of engaging in agricultural work and whose family income comes primarily from this activity.

### Q. What is the definition of runaway youth?

**A.** The term "runaway", used with respect to a youth, means an individual who is less than 18 years of age and who absents himself or herself from home or a place of legal residence without the permission of a parent or legal guardian. <u>https://definitions.uslegal.com/r/runaway-youth</u>

#### Q. What is the definition of Foster care?

**A.** Foster care means 24-hour substitute care for children placed away from their parents or guardians and for whom the state agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child-care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is federal matching of any payments that are made.

## SHARING INFORMATION WITH MEDICAID/SCHIP

#### Dear Parent/Guardian:

If your children qualify for free or reduced price meals, they may also be able to get free or low cost health insurance through Medicaid or the State Children's Health Insurance Program (SCHIP). Children with health insurance are more likely to get regular health care and are less likely to become sick.

Because health insurance is so important to children's well-being, the law allows us to tell Medicaid and SCHIP that your children are eligible for free or reduced price meals, *unless you tell us not to*. Medicaid and SCHIP only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children in this health insurance program. Filling out the CACFP Meal Benefit Income Eligibility Forms does not automatically enroll your children in health insurance.

If you do not want us to share your information with Medicaid or SCHIP, fill out the form below and send it with your Income Eligibility Form to [address] by [date]. (Sending in this form will not change whether your children get free or reduced price meals.).

No! I DO NOT want information from my CACFP Meal Benefit Income Eligibility Form shared with Medicaid or the State Children's Health Insurance Program.

If you checked no, fill out the form below.

Child's Name:
Child's Name:
Child's Name:
Child's Name:
Signature of Parent/Guardian:
Today's Date:
Print Your Name:
Address:

For more information, you may call \_\_\_\_\_\_\_ at \_\_\_\_\_\_\_at \_\_\_\_\_\_\_at

CACFP Meal Benefit Income Eligibility Form Sharing Information with Medicaid/SCHIP.