

## CHILD CARE DEVELOPMENT SERVICES, INC.

Dear Parent/Guardian:

This letter is intended for parents or guardians of children enrolled at a family day care home. **[Name of day care home]** offers healthy meals to all enrolled children as part of our participation in the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in child care. Please help us comply with the requirements of the CACFP by completing the attached Confidential Income Statement.

- 1. Am I required to complete a Confidential Income Statement in order for my child(ren) to receive CACFP Benefits?** No, but if you choose to do so, your provider may receive a higher reimbursement for the meals served to your child. If you do complete the form, you have the option of returning it directly to your Provider or to the Provider's Sponsor, **CHILD CARE DEVELOPMENT SERVICES, INC.**. If you would like to provide your form directly to the sponsor, return the completed form to: **CHILD CARE DEVELOPMENT SERVICES, INC. 123 E. Powell Blvd. #300, Gresham, Or 97030**. If you would like to give your form directly to the provider, initial the box in section 7 of the Confidential Income Statement and give the letter to the provider.

If you consent to allowing your provider to collect your form and provide it to the Sponsor, initial the statement of consent in section 7 of the Confidential Income Statement. The provider will not review your form.

- 2. Do I need to fill out a Confidential Income Statement for each of my children in day care?** You may complete and submit one CACFP Confidential Income Statement for all children enrolled in child care in your household only if the children in child care are enrolled in the same home. We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information.
- 3. Who qualifies for the higher reimbursement without providing income information?** Your provider will receive a higher reimbursement for meals served to foster children and children in households getting Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR) benefits. Children in households participating in the Oregon Health Plan, or Head Start, or are eligible for free or reduced-price meals at school also qualify for the higher reimbursement. Children in households participating in WIC also may qualify for the higher reimbursement.
- 4. Who qualifies for the higher reimbursement based on income?** Your provider may receive a higher reimbursement for the meals served to your children if your household income is within the reduced price limits on the Federal Income Guidelines, shown on this application.
- 5. 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 day care home.
- 6. 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 any foster children living with you.
- 7. 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 attached Federal Income Guidelines, the family day care home will receive a higher level of reimbursement. Once properly approved for the higher reimbursement rate, whether through income or by providing a current SNAP, TANF, or FDPIR case number, you will remain eligible for those benefits for 12 months. You should, however, notify us if you or someone in your household becomes unemployed and the loss of income unemployment causes your household income to be within the eligibility standards.
- 8. What if my income is not always the same?** List the amount that you normally earn. For example, if you normally earn \$1000 each month, but you missed some work last month and only earned \$900, put down that you earn \$1000 per month. If you normally earn overtime, include it, but not if you only earn it sometimes.
- 9. What if I have foster children?** Foster children that are under the legal responsibility of a foster care agency or court automatically qualify for the higher reimbursement. Any foster child in the household qualifies regardless of income. Households may include foster children on the Confidential Income Statement, but are not required to include payments received for the foster child as income.
- 10. We are in the military; do we include our housing and 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. Also, in regard to deployed service members, only that portion of a deployed service member's income made available by them or on their behalf to the household will be counted as income to the household. Combat Pay, including Deployment Extension Incentive Pay (DEIP) is also excluded and will not be counted as income to the household. All other allowances must be included in your gross income.

In the operation of child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age or disability. If you have other questions or need help, call **503-489-2528**.

Sincerely,

USDA and this Institution are equal opportunity providers and employers.

Tier 2 Family Income Letter