

## Child and Adult Care Food Program (CACFP)

# Income Eligibility Application for CACFP Child Care Centers and Head Start

For instructions, refer to *Instructions for Income Eligibility Application for CACFP Child Care Centers and Head Start*.

### Part 1 — Child's information

Child's name: \_\_\_\_\_ Age: \_\_\_\_\_ Birth date (month, day, year): \_\_\_\_\_

**Child's normal child care schedule** (Check all days that apply):

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**Child's normal hours of care** (include time and circle AM or PM):

\_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM and \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

**Normal meal services provided to child** (Check all meals/snacks that apply):

Breakfast  A.M. Snack  Lunch  P.M. Snack  Supper

### Part 2A — Participants categorically eligible as free for CACFP benefits

Households receiving Supplemental Nutrition Assistance Program (SNAP) (formerly known as Food Stamps) or Temporary Family Assistance (TFA) benefits, and households with foster children. Complete this part and part 3. Do **not** complete part 2B.

SNAP case number: \_\_\_\_\_ TFA case number: \_\_\_\_\_ Check if foster child:

### Part 2B — All other households

If you did not complete part 2A, complete this part and part 3.

Names of all household members <i>List everyone in the household, including the child listed in part 1 above</i>	Gross income and how often it was received: Indicate if income was received monthly, two times a month, every two weeks, or weekly by placing the <b>amount of income</b> in the appropriate frequency box. <i>You must place the income in the appropriate frequency box.</i>											
	Earnings from work (before deductions) – job 1				Public assistance/ alimony/child support				Pensions/retirement/social security/all other income			
Names	Weekly	Biweekly Every 2 weeks	2 X Month	Monthly	Weekly	Biweekly Every 2 weeks	2 X Month	Monthl y	Weekly	Biweekly Every 2 weeks	2 X Month	Monthly
(Example) Jane Smith	\$200					\$134						
1.												
2.												
3.												
4.												
5.												
6.												
7.												
8.												

### Part 3 — Contact information, signature, and social security number

An adult household member must **sign and date** this form before it can be approved.

I certify (promise) that all information on this form is true and that all income is reported. I understand that the center will receive federal funds based on the information I provide. I understand that CACFP officials may verify (check) the information. I understand if I purposely give false information, my children may lose meal benefits, and I may be prosecuted under applicable state and federal laws.

Printed name of adult: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Last four digits of Social Security Number (SSN): XXX-XX- \_\_\_\_\_  I do not have a SSN

Home telephone: \_\_\_\_\_ Work telephone: \_\_\_\_\_

Home address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

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## Part 4 — Racial and ethnic identity (optional) *You are not required to complete this part.*

### Ethnicity (Check one):

- Hispanic/ Latino  
 Not Hispanic/Latino

### Race (Check one or more):

- Asian  
 White  
 Black or African American  
 American Indian or Alaska Native  
 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 or other FDPIR identifier for your child 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 lunch and breakfast programs. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

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, audiotope, 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: [How to File a Complaint](#), 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:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.



For information on the CACFP, visit the Connecticut State Department of Education's (CSDE) [CACFP website](#) or contact the [CACFP staff](#) in the CSDE's Bureau of Health/Nutrition, Family Services and Adult Education, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This form is available at [https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Forms/IncElig/Income\\_Eligibility\\_Application\\_CACFP\\_Centers.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Forms/IncElig/Income_Eligibility_Application_CACFP_Centers.pdf).

### ***For sponsor use only – Do not write below this line***

Annual income conversion: Weekly X 52 • Every 2 weeks X 26 • Twice a month X 24 • Monthly X 12

Total family income: \$ \_\_\_\_\_ Family size: \_\_\_\_\_ **OR**  SNAP/TFA household  Foster child

Eligible Free  Eligible Reduced  Over Income

Sponsor eligibility official: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature*