



Child and Adult Care Food Program
LETTER TO HOUSEHOLDS



Name of Center: Building Blocks Learning Center
Center EPICS ID: 4000195
Phone Number: (505) 864-6131

Instructions: This letter must accompany the Income Eligibility Application.

Dear Parent / Guardian or CACFP Participant:

Building Blocks Learning Center

Name of Facility / Center / Site / Home Provider (Last, First, Middle Initial)

Participates in the Child and Adult Care Food Program (CACFP) administered by the United States

Department of Agriculture. Please help us comply with the requirements of the CACFP by completing, signing, and returning the attached statement as soon as possible. This information is necessary to decide the level of CACFP reimbursement your center is eligible to receive for the meals served to children and/or adult participants in our program. This form will be treated as confidential information. All participants in our program receive their meal free of charge, but the determination of eligibility category affects the amount of federal funding we receive. Foster Children: A foster child enrolled in our program that is the legal responsibility of a welfare agency, or court may be certified as eligible for free meals regardless of your household income. Please refer to the instructions on how to complete the Income Eligibility Application form.

SNAP - Supplemental Nutrition Assistance Program (formerly the Food Stamp Program): If your household is currently receiving benefits under the Supplemental Nutrition Assistance Program (SNAP) or Food Distribution Program on Indian Reservations (FDPIR) and your child is enrolled in a child care center you need only to list the case number sign and date the form.

If your household is receiving benefits under the Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI), Medicaid or Food Distribution Program on Indian Reservations (FDPIR) and an adult in your home is enrolled in an Adult Daycare Center then you need only to list their case number sign and date the form. Otherwise, an adult household member must complete the form and disclose total current household income by source, and the names of all household members. The person completing the form must sign, provide a social security number, and date when completed.

The income you report must be last month's total gross household income listed by source, for each household member. If last month's income does not accurately reflect your circumstances, you may provide your annual income, or you may use last year's income if no significant changes have occurred. If your households' income is equal to or less than the amounts indicated for your households' size on the chart below, your provider may qualify for maximum reimbursement rates. The Department of Agriculture defines a household as a group of related or unrelated individuals (not residents of a boarding house or an institution) who are living as one economic unit (i.e., sharing living expenses).

INCOME ELIGIBILITY GUIDELINES - (EFFECTIVE FROM JULY 1, 2022 TO JUNE 30, 2023)

Table with 7 columns: HOUSEHOLD SIZE, YEAR, MONTH, WEEK (under FREE and REDUCED categories). Rows 1-8 show income thresholds for each household size.

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Kristeena L. Dehne

Name of Sponsor / Center Representative

Handwritten signature of Kristeena L. Dehne

Signature of Sponsor / Center Representative

8/1/2022

Date



**Child and Adult Care Food Program  
INSTRUCTIONS FOR COMPLETING THE INCOME ELIGIBILITY FORM**



<b>Name of Center:</b> Building Blocks Learning Center	<b>Center EPICS ID:</b> 4000195	<b>Phone Number</b> (505) 864-6131
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**PARTICIPANT INFORMATION:**

List name of all enrolled participants that you are applying for which are in care.

List each enrolled participant's date of birth.

If you are applying for a foster child, list only one foster child per form. A foster child may be eligible for free meals regardless of household income.

**Child Care Centers:** If the participant enrolled is in a Child Care Center and receives benefits through Supplemental Nutrition Assistance (SNAP), (*formerly food stamps or Food Distribution Program on Indian Reservation (FDPIR)*), please indicate the appropriate **case number** in the spaces provided and sign the form. Do not use the number on your card. You do not need to complete household and income information.

**Adult Day Care Centers:** If the participant enrolled is in an Adult Daycare Center and receives benefits thru Supplemental Nutrition Assistance (SNAP) formerly, food stamps, Food Distribution Program on Indian Reservation (FDPIR), Supplemental Security Income (SSI) or Medicaid, please indicate the appropriate **case number** in the spaces provided and sign the form. Do not use the number on your card. You do not need to complete household and income information.

If you do not receive benefits and have no case number for participants enrolled at the center, you must complete all parts of the IEA (Household and Income information).

**HOUSEHOLD AND INCOME INFORMATION**

Not required to be completed if case# is provided above.

List all household members. A household is a group of related or unrelated individuals who are living as one economic unit (i.e. sharing living expenses).

Provide the most current income by source for all household members. This can be based on the most recent information the month prior to completing the application.

Reported income needs to be reported on the same. The income reported on the application must include all income before taxes and before other deductions.

A foster child, defined as a ward of the court or welfare agency. Only the foster child's "personal use" income is listed.

Personal use income includes:

- Funds that are specified by the welfare agency as being for the personal use of the child. (If no funds are specified, the funds received from the welfare agency are not to be considered as income. Record "0" on personal income.)
- Money received from any source. This includes, but is not limited to, funds received from trust accounts, from the child's family, and earnings from the child's employment other than occasional or part-time jobs.

**SIGNATURE**

The adult family member completing the application must sign and date the application.

If the enrolled participant is not a recipient of benefits and has not provided a case number, the adult family member signing the application must provide a social security number.

If you do not have a social security number, check the "box" provided. Otherwise, failure to provide the social security number (if you have one) will make the Income Eligibility Application invalid and will reduce the level of CACFP reimbursement your family's Child Care Center receives for meals served to the children and/or adult participants enrolled for care in their center.



# Child and Adult Care Food Program INCOME ELIGIBILITY APPLICATION



<b>Name of Center:</b> Building Blocks Learning Center	<b>Center EPICS ID:</b> 4000195	<b>Phone Number</b> (505) 864-6131
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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 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 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.

### Instructions: Complete this form and return to the Center

#### ENROLLED PARTICIPANT INFORMATION:

Last:	First	DOB:	(Check if applicable for Enrolled Participant)	SNAP/FDPIR Case #
<input type="checkbox"/> Foster Child?	<input type="checkbox"/> SNAP	<input type="checkbox"/> FDPIR	<i>(required if SNAP or FDPIR is selected):</i>	
<input type="checkbox"/> Foster Child?	<input type="checkbox"/> SNAP	<input type="checkbox"/> FDPIR		
<input type="checkbox"/> Foster Child?	<input type="checkbox"/> SNAP	<input type="checkbox"/> FDPIR		
<input type="checkbox"/> Foster Child?	<input type="checkbox"/> SNAP	<input type="checkbox"/> FDPIR		

If Enrolled Participant is a Foster Child: Please list the amount of the child's "personal use" monthly income (if no personal income, record "0"): \_\_\_\_\_

#### HOUSEHOLD INFORMATION:

List the first and last name of each person living in the household, related or not (such as grandparents, other relatives, or friends who live in the household). Include yourself and all children over the age of 13 living with you. (Please use additional forms if more lines are required).

Last Name, First Name (Do not include children listed above)	Last Name, First Name (Do not include children listed above)

Total Number in Household: \_\_\_\_\_

**HOUSEHOLD INCOME:** Please indicate source and amount of current income for all members of your household. Please follow the definition of income specified in the standards for determining free and reduced-price eligibility in your parent letter. If you receive more than one check from any of these sources, **please indicate the total monthly amount received.**

Wages / Salary: \$ \_\_\_\_\_ Child Support: \$ \_\_\_\_\_ Social Security: \$ \_\_\_\_\_ Pension/Retirement: \$ \_\_\_\_\_  
 Unemployment: \$ \_\_\_\_\_ Other Income: \$ \_\_\_\_\_ **Total Income:** \$ \_\_\_\_\_  Monthly

**PENALTIES FOR MISREPRESENTATION:** I certify that all the above information is true and correct and that the food stamp or FDPIR number is correct or that all income is reported. I understand that this information is being given for the receipt of Federal funds; that institution officials may verify the information on the statement and the deliberate misrepresentation of the information may subject me to prosecution under applicable State and Federal laws.

\_\_\_\_\_  
 Signature of Adult Family Member

\_\_\_\_\_  
 Last Four Digits of Social Security Number\*

Check if no SS# \_\_\_\_\_  
 Date

#### Privacy Act Statement:

This explains how we will use the information you give us. The Richard B. Russell National School Lunch Act requires that, unless the participant's food stamp or FDPIR number is provided, you must include the social security number of the household member signing the statement or an indication that the household member signing the statement does not possess a social security number. Provision of a social security number is not mandatory, but if a social security number is not provided or an indication is not made that the adult household member signing the statement does not have one, the statement cannot be approved. The social security number may be used to identify the household member in carrying out efforts to verify the correctness of the information on the statement. These verification efforts may be carried out through program reviews, audits, and investigations and may include contacting employers to determine income, contacting a food stamp or FDPIR office to determine current certification for receipt of SNAP (food stamp) or FDPIR benefits, contacting the State employment security office to determine the amount of benefits received and checking the documentation produced by the household member to verify the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims, or legal action if incorrect information is reported.

#### FOR SPONSOR'S USE ONLY

Child Care Center       Approved Free       Approved Reduced       Paid

\_\_\_\_\_  
 Signature of Facility / Center / Site Representative / Home Provider

\_\_\_\_\_  
 Name of Facility / Center / Site Representative / Home Provider

\_\_\_\_\_  
 Approving Date

\* Complete Social Security Number is not required for CACFP Participation, only the last four digits are required.