

Instructions for Determining Eligibility for Food Stamp or FIP Households

Child and Adult Care Food Program

A child or provider who is a member of a household receiving food stamps or Family Independence Program (FIP) benefits is automatically eligible for Tier 1 benefits.

1. Review the Household/Provider Income Eligibility Application for completeness. If an application is not complete, return it to the family/provider to complete. Otherwise, you cannot determine eligibility and the child/provider would be classified as Tier 2. A complete form for these households must include:

Part 1: Name(s) of enrolled child(ren) and;

Food stamp or FIP case number or other categorically eligible federal program (Household Income Eligibility Applications only) for each enrolled child.

In most cases, children in the same household will have the same food stamp or FIP case number. The number must be listed for each child. The configuration of a food stamp or FIP case number consists of two letters and seven numerals. Example: V1234567C

The number on a household's Electronic Benefit Transfer card for the food assistance program cannot be accepted as a food stamp/case number.

Part 2: This part does not need to be completed for children/providers who have a food stamp or FIP case number.

Part 3: Signature of the adult household member.

2. Sign and date the form in the "For Sponsor Use Only" section. Mark if the application is approved or denied.