

Instructions for Institutions Household Income Eligibility Statement

Child care institutions claiming Category A or B meal/snack reimbursement rates are required to:

1. Distribute the Dear Parent/Guardian letter, Household Income Eligibility Statement, and Instructions for Parent/Guardians to the families of all children enrolled in their facility(s);
2. Review and determine the category for each completed Household Income Eligibility Statement; and
3. Maintain all Household Income Eligibility Statements on file. All Household Income Eligibility Statements collected and categorized by the institution must be retained for three years after the end of the fiscal year to which they pertain, or if an audit is outstanding, until the audit is closed.

The current *Household Income Eligibility Statement* and *Letter to Parent/Guardian* (dated 6/09 in the lower right hand corner) must be used for all children (including foster children) who will be claimed in Categories A or B for the period beginning July 1, 2009 through June 30, 2010. If you charge separately for meals, use the *Letter to Parent/Guardian* for pricing programs. Discard any blank Household Income Eligibility Statements dated before 6/09.

Before you print...

- insert the name, address and telephone number of the institution at the top of the Letter to Parent/Guardian and the Household Income Eligibility Statement; and
- sign the Dear Parent/Guardian Letter.

Do not make any changes to the letter or Statement. Federal regulations and policies require the items and language that are used and prohibit the Category A Income Eligibility Guidelines from being printed on the Parent/Guardian Letter and Household Income Eligibility Statement.

We recommend printing Household Income Eligibility Statement forms on different colored paper each fiscal year. If possible, print Fiscal Year 2010 forms on blue paper.

Head Start and Even Start Programs

Head Start and Even Start programs do not need to distribute or collect Household Income Eligibility Statements. Children enrolled in Head Start or Even Start are automatically eligible for the Category A rate of reimbursement without further application. Documentation provided by the Head Start or Even Start Program must be on file that verifies that the child is enrolled in Head Start or Even Start.

At-Risk Afterschool Snack/Supper programs and Emergency Shelters serving homeless children

At-risk afterschool snack/supper programs and emergency shelters serving homeless children do not need to distribute or collect Household Income Eligibility Statements. Children participating in after school programs in at-risk areas or in emergency shelters serving homeless children are automatically eligible for the Category A rate of reimbursement without further application.

How to Determine Eligibility for a Foster Child

A foster child is a ward of the court or welfare agency, placed in residence in a private household. Since the court or agency retains legal responsibility for such a child, the foster home is, in fact, an extension of that agency and the foster child is considered a family of one.

1. Review the Household Income Eligibility Statement for completeness. If a statement is not complete, return it to the foster family to complete. Otherwise, you cannot determine eligibility and the child must be classified as Category C. A complete form for this household must include:

Part 1: The foster child's name, age, birth date, and the child's personal use monthly income. Use a separate application for each foster child.

Funds provided by the welfare agency which are specifically identified by category for personal use of the child for items such as clothing, school fees, and allowances are counted as income. Funds identified for shelter and care, and medical and therapeutic needs are not considered as income for the child. Where welfare funds cannot be identified by category, no portions of the provided funds are considered as income. Funds personally received by the child such as funds received from trust accounts, monies provided by the child's family for personal use, and earnings from full-time and regular part-time employment are to be considered as income for the child.

Occasional earnings by the child should not be considered as income.

The foster child is considered a household of one; thus, the foster parent's household size or income is not used to determine eligibility.

Part 2: Not applicable.

Part 3: Not applicable.

Part 4: The signature of an adult member of the foster home; however, a social security number is not needed on the foster child's statement.

2. The person determining the eligibility of the complete Household Income Eligibility Statement must:
 - Compare the child's total income for a family of one to the Income Eligibility Guidelines. This will determine the category of the child.
 - Identify the child's category by circling Category A, B, or C in the "For Institutions Use Only" section, located at the bottom of the form.
 - Sign and date the form.

How to Determine Eligibility for FAP, FIP, or FDPIR Households

A child who is a member of a household receiving Food Assistance Program (FAP), Family Independence Program (FIP), or Food Distribution Program on Indian Reservations (FDPIR) benefits is automatically eligible for free (Category A) meals.

1. Review the Household Income Eligibility Statement for completeness. If a statement is not complete, return it to the family to complete. Otherwise, you cannot determine eligibility and the child must be classified as Category C. A complete form for these households must include:

Part 1: Not applicable.

Part 2: The name(s) of enrolled child(ren), age, birth date, and the FAP, FIP, or FDPIR case number for each enrolled child.

In most cases, children in the same household will have the same FAP, FIP, or FDPIR case number. One case number per household can be listed.

The case number configuration is changing this year from two letters and seven numerals to all numeric numbers. The new case numbers begin with 10 followed by seven numerals. Example: 101234567.

The old case numbers are being phased out and by October 1, 2009, everyone should have a new case number that begins with 10 followed by seven numerals.

The number on a household's Electronic Benefit Transfer card for FAP cannot be accepted as a FAP case number. FDPIR numbers may vary according to each tribal organization.

Part 3: This part does not need to be completed for children who have an FAP, FIP, or FDPIR case number.

Part 4: The signature of the adult household member.

2. The person determining the eligibility of the completed Household Income Eligibility Statement must sign, date and circle Category A in the "For Institution Use Only" section, located at the bottom of the form.

How to Determine Eligibility for Non-FAP, Non-FIP, or Non-FDPIR Households

A household not receiving Food Assistance Program (FAP), Family Independence Program (FIP) or Food Distribution Program on Indian Reservations (FDPIR) benefits must report the monthly income (gross) received by each household member, identified by source, such as earnings, wages, welfare, pensions, support payments, unemployment compensation, social security, and other cash income received or withdrawn from any other source, including savings, investments, trust accounts, and other resources. Financial aid for postsecondary education is not considered to be income.

1. Review the Household Income Eligibility Statement for completeness. If a statement is not complete, return it to the family to complete. Otherwise, you cannot determine eligibility and the child must be classified as Category C. A complete form for these households must include:

Part 1: Not applicable.

Part 2: This part does not need to be completed for households that are reporting income.

Part 3: The names of all household members, their ages, and the enrolled child's birth date. A ✓ should be in the next column for children enrolled in the center for child care.

The monthly income received for each household member identified by source.

Part 4: The signature of an adult household member and his/her social security number or the word "None" if he/she does not possess a social security number.

2. The person determining the eligibility of the complete Household Income Eligibility Statement must:

- Determine the total number of household members and total monthly income. Enter these numbers in the "For Institution Use Only" section at the bottom of the Household Income Eligibility Statement.
- Compare the total number of household members and the total income from the Household Income Eligibility Statement to the Income Eligibility Guidelines. This will determine the category of the child(ren).
- Identify the category of the child(ren) by circling Category A, B, or C in the "For Institution Use Only" section, located at the bottom of the form.
- Sign and date the form.

Children who are ineligible, or who have an incomplete or missing Household Income Eligibility Statement, must be claimed in Category C. However, if a complete and correct form showing eligibility for Category A or B is collected by the end of the month in which a child is served meals, the child may be claimed in that category for the entire month.

Sponsors/institutions approving eligibility statements with zero income can approve them for 45 days only. After the 45 day timeframe, give the parent another application and/or inquire how the family is meeting household expenses with zero income. Document this follow-up contact. That form is then valid for 12 months from the date signed.