

PARENT LETTER FOR NON-PRICING PROGRAMS

Dear Parent/Guardian:

Date _____

We participate in the Child Care Food Program (CCFP), which provides reimbursement for serving nutritious meals to enrolled children. All meals served must meet meal pattern requirements established by the U.S. Department of Agriculture (USDA). In the operation of USDA child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age, or disability.

The information requested on the attached Application for Free and Reduced-Price Meals is necessary so that we may receive reimbursement for meals served to your child while in care. The amount of reimbursement we receive from the CCFP depends on the household income status of the enrolled children. Please complete the attached application, sign, date, and return it to the address listed below. Please refer to the back of the application for instructions. Your application will be placed in our files and kept confidential.

HOW TO APPLY

If you now get Food Stamps or TANF for the child you are applying for, the application must include the child's name, the Food Stamp or TANF case number, and the signature of an adult household member.

If you are applying for a foster child, the application must include the child's name, the child's "personal use" income, and an adult's signature. In certain cases, foster children are eligible for free or reduced-price meals regardless of the income of the household with whom they reside. Households wishing to apply for such benefits for foster children should contact us.

If you do not list a Food Stamp or TANF Program case number for the child you are applying for, then the application must include:

- the child's name;
- the names of all household members, including spouse, children, parents or other persons who live with you in the same household;
- the amount of income each person usually receives (before deductions for taxes, social security, etc.), how often it is received, and where it is from, such as wages, retirement, or welfare. If self-employed, list your net income. Net income is defined as gross receipts less operating expenses;
- the signature of an adult household member; and
- the social security number of the adult household member who signed the application or the word "none" if that adult does not have a social security number.

Children from households with total incomes less than or equal to the levels listed below are eligible for either free or reduced-price meals.

INCOME ELIGIBILITY GUIDELINES (Effective July 1, 2009 - June 30, 2010)

HOUSEHOLD SIZE	ANNUAL	MONTHLY	TWICE PER MONTH	BIWEEKLY	WEEKLY
1	20,036	1,670	835	771	386
2	26,955	2,247	1,124	1,037	519
3	33,874	2,823	1,412	1,303	652
4	40,793	3,400	1,700	1,569	785
5	47,712	3,976	1,988	1,836	918
6	54,631	4,553	2,277	2,102	1,051
7	61,550	5,130	2,565	2,368	1,184
8	68,469	5,706	2,853	2,634	1,317
For each additional family member, add	+6,919	+577	+289	+267	+134

- **VERIFICATION:** Your application may be reviewed by the child care center or other officials at any time during the year to determine if it has been correctly approved.
- **CONFIDENTIALITY:** The information that you report will be used only to determine eligibility for free or reduced-price meals in the CCFP.
- **REAPPLICATION:** You may apply for free and reduced-price meals at any time during the year. If you are not eligible now but have experienced a change, such as, a decrease in household income, an increase in household size, become unemployed or get Food Stamps or TANF for your child, then complete a new application.

In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, all institutions that participate in the Child Care Food Program are prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (202) 720-5964 or toll free at (866) 632-9992 (voice and TDD). USDA is an equal opportunity provider and employer.

Sincerely,

(Name and Title of Child Care Center Representative)

(Date)

(Name of Child Care Center)

(Address)