Dear Provider:

In order to qualify for Tier I reimbursement for all children enrolled in care, or if you wish to receive reimbursement for meals served to your own children enrolled in care, the United States Department of Agriculture’s (USDA) Child and Adult Care Food Program (CACFP) requires the household to qualify for free or reduced-price meals. Households must submit a completed Income Eligibility Form (IEF) with supporting income documentation for verification.

**Eligibility Requirements as a Tier 1 Day Care Home:**

In order to qualify for the Tier I reimbursement for meals served to children enrolled in your family childcare home, you must:

* Be located in an eligible area location as determined by school data or census data; or
* Establish individual income eligibility through the IEF.

**Establishing Eligibility through Income:**

The Sponsoring organization will determine your eligibility as a Tier I family childcare home based on the information you provide on the IEF and the submitted income verification. To be eligible for Tier I reimbursement under individual income eligibility you must:

* Submit a completed and signed IEF;
* If applicable, identify any children in the household that are considered foster, homeless, runaway, migrant or enrolled in head start. These children are automatically eligible for free meals. Please indicate these children’s qualifying determination by checking the applicable boxes.
* Report all household income, not only your family childcare home business income; and
* Provide sufficient documentation of your income to determine your eligibility.

**The Sponsoring organization is required by law to verify the income information reported on your IEF. Please include income documentation with your completed IEF.** If you operated a family childcare home business last year, please attach a copy of your most recent tax return including Schedule C. Income documentation may include:

* Payment statements from salaried work for all members of your household, including your spouse;
* A copy of your most recent tax return forms showing your accurate income;
* Statements from other forms of income for all household members; or
* Proof of your gross household income for last month along with an income and expenses statement for that month.

**Establishing Eligibility for Reimbursement for Meals Served to Your Own Children:**

If you wish to receive reimbursement for meals served to your own children enrolled in care, you must complete and sign an IEF and provide income documentation. Even if you live in an area eligible location based on school or census data, you are required by CACFP regulations to complete the form and submit documentation if you wish to claim meals served to your own children.

If you do not live in an eligible area and you choose not to complete the IEF form or you are not eligible for free or reduced-price meals, you will receive the Tier II reimbursement for meals served to children enrolled in your family childcare home. However, if you have already been classified as a Tier I family childcare home because your home is located in an eligible area, you do not have to complete this form unless you would like to also receive reimbursement for meals served to your own enrolled children. Please contact the Sponsoring organization if you do not know whether you live in an eligible area.

USDA 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). Therefore, the income reported on the IEF must include the gross income of all members of your household, by source.

The income you report must be the total gross income listed by source for each household member and the period it was received. If last month’s income does not accurately reflect your circumstances, you may provide a projection of your monthly income. If no significant change has occurred, you may use last month’s income as a basis to make this projection. If your household’s income is equal to or less than the amounts indicated for your household’s size on the Income Guidelines Chart listed on the IEF, you will be eligible for Tier I.

You should notify us if you become unemployed and the loss of income during the period of unemployment causes your household income to be within the eligibility standards.

**Confidentiality of Information on the Income Eligibility**

The Sponsoring organization will only use the information provided on the IEF to decide if you qualify for Tier I reimbursement or if you are eligible to claim reimbursement for meals served to your own enrolled children. The Sponsoring organization may inform officials of other child nutrition, health and education programs of the information on your form to determine benefits for those programs.

Thank you for your cooperation.

Sincerely,

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Institution Representative Date

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. **fax:**  
   (833) 256-1665 or (202) 690-7442; or
3. **email:**  
   [Program.Intake@usda.gov](mailto:Program.Intake@usda.gov)

This institution is an equal opportunity provider.