

# VIRGINIA CACFP MEAL BENEFIT INCOME ELIGIBILITY FORM FOR CHILD CARE CENTERS and FAMILY DAY HOMES

1	All Household Members	2	3		
<b>NAMES OF ALL HOUSEHOLD MEMBERS [Adults and Children]</b> First, Middle Initial, Last		<b>FOSTER CHILD</b> Skip to Part 6 if all are foster children.	<b>SNAP, TANF or FDIPIR CASE #</b> Skip to Part 6 if you list a SNAP, TANF or FDIPIR case number. <b>MUST BE SEVEN (7) DIGITS</b>		
	<input type="checkbox"/> Check if NO income	Ages of children at center			
1.	<input type="checkbox"/>		<input type="checkbox"/>		
2.	<input type="checkbox"/>		<input type="checkbox"/>		
3.	<input type="checkbox"/>		<input type="checkbox"/>		
4.	<input type="checkbox"/>		<input type="checkbox"/>		
5.	<input type="checkbox"/>		<input type="checkbox"/>		
6.	<input type="checkbox"/>		<input type="checkbox"/>		

**4 Homeless, Migrant, or Runaway**

Homeless   
  Migrant   
  Runaway

If any child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call your School Homeless Liaison, Migrant Coordinator.

**5 Total Household Gross Income (before deductions). You must tell us how much and how often.**

**GROSS INCOME AND HOW OFTEN IT IS RECEIVED** (Example: \$100/month, \$100/twice a month, \$100/every other week, \$100/week)

NAMES (LIST ALL HOUSEHOLD MEMBERS WITH INCOME)	Earnings From Work		Welfare, Child Support, Alimony		Pensions, Retirement, Social Security		Worker's Comp, Unemployment, SSI, etc. (All other income)	
	Amount	How often?	Amount	How often?	Amount	How often?	Amount	How often?
	i.	\$		\$		\$		\$
ii.	\$		\$		\$		\$	
iii.	\$		\$		\$		\$	
iv.	\$		\$		\$		\$	
v.	\$		\$		\$		\$	

**6 Signature and Social Security Number (Adult must sign)**

An adult household member must sign the application. If Part 5 is completed or if zero income is listed, the adult signing the form must also list the last four digits of his or her social security number or mark the *I do not have a social security number* box.

            -       - \_\_\_\_\_  
 Social Security Number

I do not have a social security number.

*I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, the participant receiving meals may lose the meal benefits, and I may be prosecuted.*

\_\_\_\_\_

Date
Printed Name of Adult Household Member
Signature of Adult Household Member

**7 Contact Information (Optional)**

\_\_\_\_\_  
 Work Telephone Number (Include Area Code)     
 \_\_\_\_\_  
 Home Telephone Number (Include Area Code)     
 \_\_\_\_\_  
 Home Address (Number, Street, City, State, Zip Code)

**8 Optional - Sharing Information with Virginia's Health Insurance Program for Children (FAMIS)**

May we share your information on this application with the FAMIS, the complete health insurance program for every child in Virginia? If **yes**, do not sign below.

No, I do not want my information from this application shared with the FAMIS.      Date: \_\_\_\_\_      Sign here: \_\_\_\_\_

**PRIVACY ACT STATEMENT:** The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of your social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program, or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals, and for administration and enforcement of the Child and Adult Care Food Program. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into violations of program rules.

**NON-DISCRIMINATION STATEMENT:** The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). USDA is an equal opportunity provider and employer.

**CHILD CARE REPRESENTATIVE USE ONLY – ELIGIBILITY DETERMINATION – COMPLETE SECTIONS A and B BELOW**

SECTION A	Annual Income Conversion:    Weekly X 52    Every 2 Weeks X 26    Twice a Month X 24    Once a Month X 12	Convert income only if different frequencies of pay are reported.
TOTAL INCOME \$ _____	Per: <input type="checkbox"/> Week <input type="checkbox"/> Every 2 Weeks <input type="checkbox"/> Twice a Month <input type="checkbox"/> Month <input type="checkbox"/> Year	<b>NUMBER IN HOUSEHOLD:</b> _____
<input type="checkbox"/> <b>FREE</b> based on: <input type="checkbox"/> foster child <input type="checkbox"/> migrant <input type="checkbox"/> SNAP or TANF <input type="checkbox"/> homeless <input type="checkbox"/> runaway <input type="checkbox"/> household income		<input type="checkbox"/> <b>REDUCED</b> based on: <input type="checkbox"/> household income
		<input type="checkbox"/> <b>DENIED</b> reason: <input type="checkbox"/> income too high <input type="checkbox"/> incomplete application <input type="checkbox"/> non-qualifying SNAP/TANF

**SECTION B**    Signature of Determining Official: \_\_\_\_\_    Date: \_\_\_\_\_