

**Instructions for Parents/Participants/Guardians
Household Income Eligibility Statement - Child Care Institutions**

If you are applying for foster child(ren) only, follow these instructions:

Part 1: Do not complete.

Part 2: List name, age, and birth date of foster child(ren); check the box for foster child.

Part 3: Sign and date the form. The last four digits of a Social Security number are not necessary.

If your household receives Food Assistance Program (FAP), Family Independence Program (FIP), or Food Distribution Program on Indian Reservations (FDPIR) benefits, follow these instructions:

Part 1: List the name and case number for any household member (including adults) receiving FAP, FIP, or FDPIR.

Part 2: List the name, age, and birth date for all children enrolled in day care.

Part 3: Sign and date the form. A Social Security Number is not necessary.

Note: Benefits received under WIC, Medicaid, or the Department of Health and Human Services (DHHS) Child Care Assistance Program (where DHHS pays a portion of your childcare expense) do not automatically qualify for Category A (free) meals.

All other households, including households where some of the children are foster children, follow these instructions (not required if the household is over the income limit and doesn't have any foster children):

Part 1: Do not complete.

Part 2: List the names and ages of everyone (related or not related) living in your household, including you, other adults, and children (If you need more space, use a separate sheet of paper).

Place a ✓ in the column for all children enrolled in childcare.

List household members' ages and dates of birth.

Place a ✓ in the next column if children in the household are foster children.

If no case number is indicated in Part 1, list (by person) the amount and source of income received last month. List monthly earnings **before** deductions, monthly welfare, child support, or alimony, or any other income, including retirement, Social Security, Supplemental Security Income (SSI), Veterans (VA) benefits, disability benefits, Worker's Compensation, unemployment, strike benefits, regular contributions of people who do not live in your household, or any other income.

Place a ✓ in the box for those listed who do not have income.

If you are in the Military Housing Privatization Initiative or receive Combat Pay, do not include the housing allowance as income.

Foster child payments received by the family from the placement agency are not considered income and do not have to be reported. The presence of a foster child in a family does not make all children in the household automatically eligible for free meals.

If you are a farmer or self-employed, your monthly income is gross farm or business income received in the month prior to application minus farm or business expenses. Gross wages from other jobs or income from other sources must also be listed as income. A loss from self-employment must be listed as zero income and cannot reduce other income.

Part 3: Sign and date the form and list the last four digits of your Social Security Number or check the box indicating "I do not have a Social Security Number."

Help With Income To determine annualized income:

If paid every week, multiply the total gross income by 52.

If paid every two weeks, multiply the total gross income by 26.
If paid once a month, use the total gross monthly income.
If paid twice a month, multiply the total gross income by 24.
If paid once a year, use the total gross yearly income.

Return the completed application to the childcare center.

USDA Nondiscrimination Statement

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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: [U.S. Department of Agriculture USDA Program Discrimination Complaint Form](#) 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

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