

ACTION FOR CHILDREN (AFC) CHILD AND ADULT CARE FOOD PROGRAM (CACFP)

Income Eligibility Application (IEA) Instructions

These instructions are for providers who are currently qualified for Tier I rates, AND wish to claim their own/residential children.

1. Follow the instructions carefully. Applications must contain complete information. **Incomplete applications (no signature, incomplete sections, no supporting documents when required, etc.) will be returned and will result in lost reimbursement.**
2. Eligibility is determined by the date you, the provider, sign the form and must be dated within the current month.
3. Return to Action for Children by mail, email or drop off. No faxes will be accepted.

I am currently qualified for Tier I (higher) rates because of school or census data and I wish to claim residential/own children on the CACFP

1. You need to complete the enclosed "Income Eligibility Application" form. Fill out:
 - a. **Part 1** - Check box #2: "Provider is requesting meals for own/residential....."
 - b. **Part 2 – If qualifying by benefits:** enter **your** name and **your case number** or **your own/residential child(ren)** name, age, birth date, check mark if child is your foster child, and enter the **case number**. Circle the type of benefit. Food Stamp or SNAP numbers are seven digits. **WIC cannot be used to qualify your own child(ren). Case numbers that begin with 600 are not acceptable as valid Food Program numbers and cannot be used.**
 - c. **Part 3 - If qualifying by income:** List ALL household member's names, including your own/residential children that you wish to claim. List income for all household members. **Make sure to circle how often income is received.**
 - d. **Part 4** - Provider's signature, the current date, address, phone number, and county. If part 3 is completed enter the last four digits of your social security number.
2. You send in to Action for Children:
 - a. Completed income eligibility form.
 - b. Completed child(ren) enrollment form, IF you've not already done so.

Send or drop off completed income eligibility form and requisite documentation to:

Action for Children
Attn: Allen Wheeler
78 Jefferson Ave.
Columbus, OH 43215

OR EMAIL TO: awheeler@actionforchildren.org

All information is confidential as required by law. This will qualify you for Tier I reimbursement level for the listed children if income or benefit guidelines are met. This also assumes that a current child enrollment is on file for the children.

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If you wish to file a Civil Rights program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html) found online at 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 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.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

This institution is an equal opportunity provider.