

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

Income Eligibility Application (IEA) Instructions

These instructions are for providers who do not qualify for Tier I rates, but wish to receive Tier I rates based on individual parent/family eligibility.

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 the parent signs 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.

RECEIVING TIER I (higher) RATES (for a child) BASED ON PARENT'S INCOME/BENEFIT

1. **Parents** need to fill out the "Income Eligibility Application form."
 - a. **Part 1** – Parent checks box #4: "Parent requesting child meals...". They must also write in the name of the provider.
 - b. **Part 2 – If parent is qualifying by benefits.** Enter child(ren) name, age, birth date. Circle the type of benefit and write in the case number for each child. Food Stamp or SNAP numbers are seven digits. **Case numbers that begin with 600 are NOT acceptable as valid Food Program numbers and cannot be used.**
 - a. **Part 3 - If parent is 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.**
2. **Part 4** - Parent signature, the current date, address, phone number, and county. If part 3 is completed enter the last 4 digits of your social security number.

Parents can then send or drop off (or you the provider can send) completed income eligibility form 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.

*Note: If a parent is eligible for another Federal or State benefit/program that determines eligibility for that program using 185% of the federal poverty guidelines, that parent's child may qualify for Tier I rates for the CACFP. Verification may be necessary. Children of parents or guardians who become unemployed are eligible for meal reimbursement during periods of unemployment provided the loss of income during this time causes the family to be within eligibility standards for meals.

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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.