

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 II rates, but wish to make application for Tier I.

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 completed the current month.
3. Return to Action for Children by mail, email or drop off. No faxes will be accepted.

BECOMING TIER I (higher rates) BASED ON YOUR INCOME OR BENEFITS

A. I am currently qualified for Tier II (lower) rates because of school or census data, but I would like to qualify for Tier I (higher) rates

1. You need to fill out the "Income Eligibility Application" form.
 - a. **Part 1** - Check box #1: "Provider requesting Tier I status..."
 - b. **Part 2 – If qualifying by benefit;** enter ***your*** name and ***your*** case number (Food Stamps or OWF only). Circle the type of benefit. **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;** enter ALL household members' names and annual income; **make sure to circle the word 'annually'.**
 - d. **Part 4** - Provider's signature, the current date, address, phone number, and county. If part 3 is completed enter the last 4 digits of your social security number.
2. You send in to Action For Children:
 - a. Completed Income Eligibility Application along with;
If part 2 was completed: Include Food Stamps or OWF proof of benefit that shows your name, address, beginning and ending date, benefit name and case number.
OR
If part 3 was completed: Include your 1040A and 1040C forms from the most recent tax year.

This will qualify all enrolled children in your care for Tier I reimbursement levels if benefit or income guidelines are met.

If you have your own/residential children and you wish to claim them as well, you must use the following directions:

B. I am currently qualified for Tier II (lower) rates because of school or census data, but I would like to qualify for Tier I (higher) rates AND claim residential children

1. You need to fill out the "Income Eligibility Application" form.
 - a. **Part 1** - Check boxes #1 and #2
 - b. **Part 2 – If qualifying by benefit;** enter your name and your case number and/or **your own/residential child(ren)** name, age, birth date, check mark if child is your foster child, and 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). Only Food Stamps and OWF. 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 annual income for all household members. **Make sure to circle the word 'annually'.**
 - d. **Part 4** - Provider's signature, the current date, address, phone number, and county. If part 3 is completed enter the last 4 digits of your social security number.
2. You send in to Action for Children:
 - a. Completed Income Eligibility Application along with;
 - b. **If part 2 was completed:** Include Food Stamps or OWF proof of benefit that shows your name and/or your child(ren) name, address, beginning and ending date, benefit name, and case number.
 - b. **If part 3 was completed:** Include your 1040A and 1040C forms from the most recent tax year.

This will qualify all enrolled children in your care for Tier I reimbursement levels **as well as** your own/ residential children **if** income or benefit guidelines are met.

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.

*Note: Once a household is properly approved for free or reduced-price benefits, a household will remain eligible for those benefits for a period not to exceed 12 months. However, providers tiered as Tier 1 by income must immediately report any changes to Action for Children.

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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.