

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

Income Eligibility Application (IEA) Instructions

These instructions are for Type B providers who wish to claim a foster child. Note: You are a licensed foster home (NOT a licensed foster treatment home) and your foster (and Type B) license is on file at AFC. A foster child is one that is placed with you by your licensing agency. This is not a child for whom you supply child care and who is a foster placement with a parent.

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.
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1. You need to complete the enclosed "Income Eligibility Application" form. Fill out:
 - a. **Part 1** - Check box #3: "Provider is requesting meals for foster....."
 - b. **Part 2** – Foster children's information (name, age, birth date, place check mark in box)
 - c. **Part 3** – Enter personal income of the foster child. **Make sure to circle how often income is received.**
 - d. **Part 4** - Provider's signature, the current date, address, phone number, and county. 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.

This will qualify the enrolled foster child/ren for Tier I reimbursement if income or benefit guidelines are met. Please note that you yourself DO NOT need to be a Tier I provider to claim a foster child, but you must be a licensed foster home and licensed Type B, with both licenses on file with AFC.

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.

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

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