



Letter to Families

Dear Parent or Guardian,

This letter is intended for families who have children enrolled in our child care center. We are required to provide meal benefits to all enrolled children. Please help us comply with the requirements of the U.S. Department of Agriculture's (USDA) Child and Adult Care Food Program (CACFP) by completing the Meal Benefit Form.

Please complete, sign and return the Meal Benefit Form as soon as possible. All children enrolled in our center receive their meals at no separate charge, but the determination of eligibility category affects the amount of Federal funding received by our center.

If your household currently receives benefits under:

- The Food Stamp Program
- Temporary Assistance for Needy Families (TANF) or
- The Food Distribution Program on Indian Reservations (FDPIR),

you only need to list your current Food Stamp, TANF or FDPIR case number on the Meal Benefit Form. You must also have an adult sign, date and provide his or her social security number on the Meal Benefit Form, or write 'non' if the adult does not have a social security number.

However, if your household does not receive benefits under Food Stamps, TANF or FDPIR, please complete the Meal Benefit Form and make sure you:

- Provide the names of all household members and their income by sources and
- Have an adult sign, date and provide his or her social security number, or write 'none' if the adult does not have a social security number

USDA defines a household as a group of related or unrelated individuals (not residents of a boarding house or an institution) who are living as one economic unit (i.e., sharing living expenses). Therefore, the income reported on the Meal benefit Form must include the gross income of all members of your household, by source.

The **income** you report must be the total gross income listed by source for each household member received last month. If last month's income does not accurately reflect your circumstances, you may provide a projection of your monthly income. If no significant change has occurred, you may use last month's income as a basis to make this projection. If your household's income is equal to or less than the amounts indicated for your household's size on the Income Chart, the center receives a higher level of reimbursement for meals served to your children.

You are required to notify us if your income increases during the year. Any decreases in household size, or increases in income which exceed \$50 per month or \$600 per year, must be reported. If you list a current Food Stamp TANF or FDPIR case number, you must notify us when you no longer receive those benefits. You should also notify us if you become unemployed and the loss of income during the period of unemployment causes your household income to be within the eligibility standards.

Foster Children

For households with foster children please refer to the Instructions on How to Complete the Meal Benefit Form or contact us for additional information.

Confidentiality of Information on the Meal Benefit Form

We will use the information on the form to decide the level of reimbursement our center is eligible to receive. We may inform officials of other child nutrition, health and education programs of the information on your form to determine benefits for those programs.

Program Discrimination Clause

The USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, age or disability. Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.,) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination:

- Write to:
USDA, Director, Office of Civil Rights
Room 326-W
Whitten Building
14th & Independence Avenue, SW
Washington, D.C. 20250-9410
- Or Call: 202.720.5964 (voice & TDD)

USDA is an equal opportunity provider and employer.

Thank you for your cooperation

Mark Davenport

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<https://www.d4gprograms.com/>

973.372.3000