FREE/REDUCED-PRICE APPLICATIONS (CACFP-FDCH)
INCOME ELIGIBILITY FORMS
KEEP INSTRUCTIONS WITH IEFS

Categorically Eligible	Income Eligible
Tier I Eligibility is determined by listed program: 1. Name of all household children enrolled in daycare are listed; 2. The case number from at least one member of the household who receives FEP, FDPIR, or SNAP; 3. Signature of an adult household member. **Tier II** Eligibility is determined by listed program (for client families): 1. Name of all children enrolled in daycare are listed, 2. The case number from at least one member of the household who receives FEP, FDPIR, SNAP, WIC, Medicaid; 3. Signature of an adult household member. In addition, categorical eligibility includes participation in or subsidized under any federally or State supported child care or other benefit program with an income eligibility limit that does not exceed 185% of poverty (expanded categorical eligibility). The State provides a list of these programs each January. WIC and Medicaid are standard programs eligible for Tier II. Child participation in Head Start will also qualify the child as categorically eligible.	**Tier 1 and Tier II client families** Eligibility is determined by income. Use official income eligibility guidelines to determine eligibility. 1. Names of **all** household members; 2. Current income (income received month prior to month applying) received by each household member or indication no income is received; 3. Source of income identified by individual who received it; 4. Last four digits of the social security number of adult who signs application or indication that person does not have a social security number; 5. Signature of adult household member. **Foster Child or Head Start Child**: Include on the application with all other family members: 1. name of child; 2. check if legally a foster child (ward of court) or a child currently enrolled in Head Start 3. child's personal income (example: funds provided by welfare agency or other sources that are identified for personal use) 4. source of income 5. signature of an adult household member. If the only children listed are foster children, the last four digits of a social security number are not required. Presence of a foster child or Head Start child **does not** make all other children categorically eligible. Only the foster child or Head Start child will be categorically eligible unless another family member receives the benefits listed above. A foster parent may **not** also be a day care provider.

IEFs are good from the beginning of the month in which they were approved and expire at the end of the same month a year later.

Updated 5/2013

THE SPONSOR OFFICIAL MUST DO THE FOLLOWING TO FINALIZE APPROVAL:

1. Complete area of form titled "Sponsor Official Use Only."
2. If income is reported as different pay periods, convert to annual income using the instructions in the shaded area. If income is all reported as the same pay period, regardless of the reported pay period, it does **not** need to be converted to monthly or annual income.
3. Total income, determine and mark benefit category, sign and date.

Additional Information:

Tier 1 providers determined by income may be either categorically or income eligible using the guidelines above. Tier 1 providers determined by area must have an IEF determined either categorically eligible or fall under the reduced-price or free guidelines on the Income Eligibility Guidelines (IEGs) to claim their own children. Tier II providers may not claim their own children; however, they may elect to have IEFs distributed to all client families. These may be returned to the provider or directly to the sponsor. Individual children's meals may then be claimed at the higher rate if the IEF is determined as categorically eligible or income eligible (reduced-price or free on the IEGs). The USOE will no longer distribute a letter indicating eligibility for free school meals, however a letter from a school district affirming children are eligible for free or reduced-price school meals may be used in place of an IEF for both Tier I providers and Tier II client families. Copies of benefit determination letters from the benefit determining agency may also be used in place of an IEF but are **not** required.

Expanded categorical eligibility pertains only to tier II providers with the eligible programs distributed in a FDCH bulletin each year. Qualifying programs are other federal or state child care or other benefit programs with income standards at or below 185% of poverty. Examples include Medicaid, WIC, and child participation in Head Start. The state office will distribute a list of qualifying programs each year.