

Dear Parent or Guardian:

_____ is enrolled in the CACFP, a USDA program which

(Name of Agency)

provides federal assistance dollars to eligible child care centers for serving more nutritious meals. The amount of money our agency receives from this program is based on the income levels of our families. **In order to continue providing a quality meal service without additional charge, we request every family of our enrolled children to complete new a Household Size-Income Statement form (HSIS) each year. Please complete and return the attached HSIS form to our office. This information will be kept strictly confidential in our files.** Only one completed HSIS is required for all children in your household. Refer to the requirements below for establishing eligibility of foster children, children enrolled in Head Start, and Runaway, Migrant, or Homeless children; *eligibility for these children does not extend to other children in your household.* Once we have properly approved your HSIS as eligible, our agency will receive the higher meal reimbursement rates for your enrolled children, for 12 months from the *Effective Month of Determination* regardless of any change in your household size and/or income or termination from Benefits Programs.

You are not required to complete and return this HSIS if no one in your household receives benefits from the Supplemental Nutrition Assistance Program (SNAP) (FoodShare Wisconsin), FDIPIR (Food Distribution Program on Indian Reservations), or W-2 Cash Benefits (paid placement programs, and not child care subsidy) and your household income is higher than the amount indicated for your household size within the table below. In this case, however, we would appreciate you return the HSIS form to us with "N/A" written on it along with your signature and date.

Determining Eligibility based on Participation in Benefits Programs → Complete Part 1 and Part 3 of HSIS form

Our agency receives the highest meal reimbursement rate for children in households receiving FoodShare Wisconsin, FDIPIR benefits, or W-2 Cash Benefits (paid placement programs and not child care subsidy).

You must include the following information on the HSIS (a-c) for eligibility based on receiving FoodShare WI, FDIPIR benefits, or W-2 Cash Benefits:

- (a) The names of your enrolled children;
- (b) The appropriate case number for FoodShare Wisconsin, FDIPIR, or W-2 Cash Benefits (*paid placement programs, and not child care subsidy*); and
- (c) The signature of an adult member of the household and signature date

W-2 Cash Benefits are paid placement programs that do not include Wisconsin Shares Child Care (W-2 Child Care Assistance). W-2 paid placement programs include Community Service Job (CSJ), Custodial Parent of an Infant (CMC), W-2 Transition (W-2 T) and At Risk Pregnancy (ARP). **DO NOT list case numbers for Medicaid, SSI, or if you only receive W-2 Child Care Assistance; these benefits do not automatically qualify your children for the higher reimbursement rates.**

Determining Eligibility by Household Size and Income → Complete Part 2 and Part 3 of HSIS form**Household-Size Income Scale** (Effective July 1, 2017 to June 30, 2018)

Household Size	Annual Income Level (at or below)
1	\$22,311
2	\$30,044
3	\$37,777
4	\$45,510
5	\$53,243
6	\$60,976
7	\$68,709
8	\$76,442
For each additional Household Member, add:	+\$7,733

If your household earns a total income that is less than or equal to the income levels listed within this table, our agency will receive higher meal reimbursement rates for your enrolled children.

For determining eligibility based on your household size and income, you must include the following information on the HSIS (a-d):

- (a) Full names of all of your household members who share income and expenses, including children, parents, and non-related persons;
- (b) Household income received by each household member identified by source of income and how often each source is received;
- (c) The signature of an adult member of the household and signature date; and
- (d) The last four digits of the social security number of the adult household member signing the HSIS or an indication he/she does not have a social security number.

Disclosure of United States citizenship or immigration status is not required and is not a condition of eligibility for higher meal reimbursement rates.

Our agency will receive the highest meal reimbursement rates for foster children, children enrolled in Head Start, and Runaway, Homeless, and Migrant children. In order to do so, please provide the following:

Foster children: Identify your foster children on the HSIS by checking the 'Foster Child' box next to their names when either completing a separate HSIS for your foster children or that includes them as household members on the same HSIS completed for your non-foster children. When including them on your HSIS completed for your non-foster children, report foster children's income only designated for their personal use.

Children Enrolled In Head Start: Submit written certification of your child's Head Start enrollment eligibility period from the Head Start administering agency.

Runaway, Homeless, and Migrant Children: Submit written certification of the child's status from an official of the appropriate Runaway and Homeless Youth Program, Migrant Education Program, or school official.

Use of Information Statement: The Richard B. Russell National School Lunch Act requires the information on this form. You are not required to provide this information, but if you do not, our agency cannot receive higher reimbursement rates for meals served to your children. You must include the last four digits of the social security number of the household member signing the form unless: the HSIS is for your foster child(ren); you list a case number for receiving FoodShare WI, W-2 Cash Benefits, or FDIPIR; or when the household member signing the HSIS checks the checks "None" for not having a SS#.

Sharing Eligibility Information: Children's eligibility information may be shared in accordance with disclosure protection requirements without prior notification, with education, health, and nutrition programs to assess their eligibility for benefits. The law allows us to share your children's eligibility information with programs such as Medicaid or BadgerCare for ensuring their access to free or low cost health insurance, **unless you tell us not to.** This information may only be used for determining eligibility for their programs; if your children are eligible, they may contact you to offer their enrollment options. Please note that filling out this HSIS does not automatically enroll your children in these programs. **If you do not want your information to be shared with these programs, please notify us in writing. This notification will not change whether your children's meals are eligible for meal reimbursement.** Your eligibility information provided on the HSIS may also be shared with auditors for program reviews and law enforcement officials for the purpose of investigating violations of program rules.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) Fax: (202) 690-7442; or (3) Email: program.intake@usda.gov. This institution is an equal opportunity provider.

Signature of Agency Representative