



9 N. 3<sup>rd</sup> Street, Suite 100  
P.O. Box 3364  
Warrenton, Virginia 20188  
(540) 347-3767  
www.cni-usda.org

---

USDA Child & Adult Care Food Program Sponsor

Dear Parent or Guardian:

Your child is enrolled at the home of \_\_\_\_\_, a provider who participates in the U.S. Department of Agriculture's Child and Adult Care Food Program (CACFP) through an agreement with our agency. Through this agreement, your provider claims reimbursement for the meals served to your child while in care. The regulations of this program establish two tiers of reimbursement for meals served to children in family day care homes. Your provider is guaranteed reimbursement at the lower Tier II rate for your child, but if your household income qualifies, your child is eligible for the higher Tier I rates. You can establish your eligibility for the higher Tier I rates by completing the attached Income Eligibility Application for the CACFP.

If you or your child participates in, or is subsidized under, a Federal or State supported benefit program with an income eligibility limit that does not exceed the eligibility standard for free or reduced price meals (see Attachment for list), your child is "categorically eligible". This means your provider is automatically eligible to receive the higher Tier I rates for the meals served to your child. If you participate in such a program, you must indicate the name of the program and your case number in Part 2B of the form. Also, sign and date the form in Part 4.

If you do not participate in an eligible Federal or State program, but feel you qualify based on the income guidelines (see Attachment), please complete Part 2C of the form. You should include your total current household income by source and the names of all household members. CACFP defines a household as a group of related or unrelated individuals who are living as one economic unit (i.e. sharing living expenses). The reported income should be what each member received last month. If last month's income does not accurately reflect your circumstances, provide a projection of your income using last year's income as a basis. Please remember to put the name and social security number of the primary wage earner underneath the chart. You must also sign and date Part 4.

If you are "categorically eligible", you must notify us when you no longer receive benefits under that program. Similarly, you should notify us if you become unemployed and the loss of income causes your household to be eligible.

If this application is for a foster child, please complete Parts 3 and 4 only. A foster child who is the legal responsibility of the welfare agency or court may be certified as eligible

for free meals regardless of your household income. If you have a foster child, please contact our office for additional information before completing the application.


The form must be returned to our office at the above address. **Please do not return this form to your provider** because we keep its information confidential. We will not share this information with your provider. This information may only be made available to designated representatives of our agency, representatives of CACFP, or representatives of the General Accounting Office.

If you believe that your household qualifies for free or reduced price meals, we urge you to complete the attached application so that your provider may receive the higher Tier I reimbursement rates for meals served to your child. Higher reimbursement will contribute to the overall quality of care your provider maintains.

All meals served to children under the Child and Adult Care Food Program are served free regardless of race, color, sex, national origin, age, and disability. There is no discrimination in admissions policy, meal service, or the use of facilities. Any complaints of discrimination should be submitted to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup> and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202)720-5964 (voice and TDD).

If you have any questions, please contact **Child Nutrition, Inc., 9 N. 3<sup>rd</sup> Street, Warrenton, VA 20186** at **1-800-735-5434**. Thank you for your cooperation.

Sincerely,



Elizabeth Wittusen  
Director of Administration

**INCOME ELIGIBILITY GUIDELINES  
FREE OR REDUCED PRICE MEALS**

Effective from July 1, 2010 to June 30, 2011

*REDUCED PRICE MEALS*

<b>FAMILY SIZE</b>	<b>YEARLY</b>	<b>MONTHLY</b>	<b>WEEKLY</b>
1	20,036	1,670	386
2	26,955	2,247	519
3	33,874	2,823	652
4	40,793	3,400	785
5	47,712	3,976	918
6	54,631	4,553	1,051
7	61,550	5,130	1,184
8	68,469	5,706	1,317
For each additional household member ADD	+6,919	+577	+134

**LIST OF CATEGORICALLY ELIGIBLE PROGRAMS**

The Food Stamp Program

Free and Reduced Price Recipients of the National School Lunch Program and School Breakfast Program

Special Supplemental Nutrition Program for Woman Infants and Children (WIC)

Commodity Supplemental Food Program (CSFP) – elderly recipients only

Federally Funded Head Start Participants – enrolled on the basis of a determination that the family meets the programs low-income criteria

Pre-Kindergarten Participants of the Even Start Program

Virginia Temporary Assistance to Needy Families (VA TANF)

Virginia General Assistance

Subsidized Day Care under the Child Care Development Fund  
(in certain)