

## **CACFP Meal Benefit Income Eligibility Form Instructions**

The Child and Adult Care Food Program (CACFP) makes good food a regular part of your child's day care! Please fill out the *CACFP Meal Benefit Income Eligibility* form. It helps us find out if your household qualifies for free or reduced-price meals. This lets us know how much money CACFP will give to support your day care home or center.

### **Instructions**

Here are instructions to help you fill out the form. Before you begin, turn the form over to learn why we ask for this information. It tells you how we use the information and what rights you have. It also tells you how to contact USDA if you believe you are treated unfairly.

Please make sure to fill in all of the requested information. Use a pen to mark your answers on one form. When you are finished, please return the form to us at:

**Kids Unlimited Services, Inc 35 Trolley Crossing Rd, Charlton, MA 01507 or  
[jessica@kidsus.com](mailto:jessica@kidsus.com)**

#### **Step 1:**

List all the children from your household in the day care. Use one line for each child's name. Write one letter in each box. Stop if you run out of space. If there are more children, add their names on a second piece of paper.

Do you have any foster children? If you answer Yes, mark the Foster Child box next to the child's name. If you are only applying for foster children, finish Step 1 and go to Step 4. If you are applying for both foster and non-foster children, go to Step 2.

Are any children migrant, runaway, homeless, or enrolled in Head Start? If Yes, mark the correct boxes next to the child's name and go to Step 4.

#### **Step 2:**

You qualify for free meals if you live in a household that receives Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR).

Do any household members, including you, currently receive SNAP, TANF, or FDPIR? If Yes, write the case number in the box and go to Step 4. You only need to provide one case number. If No, go to Step 3.

#### **Step 3:**

Report current income for all household members. Skip this step if you answered Yes in Step 2.

How do you report child income? Turn the form over and use the Source of Income for Children chart to see if your household has income to report. Write the

amount in the boxes in part A of the form. Mark how often the amount is earned. Write 0 in the box if there is no income to report.

How do you report income of adult household members? Turn the form over and use the Source of Income for Adults chart to see if your household has income to report.

In part B, list all the adults in your household, including you, even if each of you doesn't receive income. Include all adults, such as grandparents, other relatives, and friends who live with you and share household income and expenses. Write the amount of income each of you receives in the boxes next to your names. Mark how often the amount is received. Write 0 in the box if there is no income to report.

Make sure you report the current amount of money you get before taxes. Don't include SNAP, FDPIR, WIC, student financial aid, or money you receive for a foster child as income.

Count the number of all children and adults in your household. Include all infants, children, students, and adults. Write the total number in the box under the list of adult household members.

Do you or another adult household member have a Social Security number? Write the last four digits in the boxes. If there is no Social Security number, mark the Check if no SSN box.

#### **Points to Remember:**

If:	Then:
Your income isn't always the same	List the amount of money that you normally get. For example, don't include overtime pay, if you don't normally get it. If your income is normally higher or lower, you can report annual income instead.
Your household includes members who aren't citizens	You or your children don't have to be U.S. citizens to qualify for meal benefits.
You are in the military	Don't include your Family Subsistence Supplemental Allowance (FSSA), combat pay, or the money you receive for privatized housing. If deployed, count the amount of pay that is made available to your household as income.

#### **Step 4:**

An adult household member must sign this form. The signer promises that all information is true and complete.

Print the name, address, and telephone or email of the adult signer. Sign and write today's date in the marked boxes.

#### **Optional**

We ask about your children's ethnicity and race to make sure we do our best to serve our community. Providing this information is not required. You won't be denied benefits based on your race, color, national origin, sex, age, or disability.

*This institution is an equal opportunity provider.*

CACFP Meal Benefit Income Eligibility Form  
Letter to Provider (Tier I Rates or Provider's Own Children Meal Benefits)

8/1/2025

Dear Provider:

Thank you for participating in the Child and Adult Care Food Program (CACFP) and providing healthy meals to children in your care. This *CACFP Meal Benefit Income Eligibility* form is for family day care home providers who would like to:

1. [Apply for tier I](#) reimbursement for CACFP meals served to all enrolled children at their day care home, based on the provider's household income, or
2. Apply for tier I reimbursement for CACFP meals served to their own children enrolled in their day care home.

Federal Income Standards for Reduced-Price Meals for July 1, 2025 - June 30, 2026		
Household size	Yearly Income	Monthly Income
1	28,953	2,413
2	39,128	3,261
3	49,303	4,109
4	59,478	4,957
5	69,653	5,805

We will use the information you provide on this form to determine your eligibility for tier I rates. Make sure you report all household income, not just your day care home business income. If your household income is equal to or less than the amounts for your household's size on the *Federal Income Chart*, you will receive tier I reimbursement for all enrolled children, including any of your own children enrolled in your day care home.

Please be sure to read the instructions carefully. Fill in all the information we request. We can only approve complete forms. Please send the completed form to:

**Kids Unlimited Services, Inc, 35 Trolley Crossing Road, Charlton MA 01507 or  
Email: [jessica@kidsus.com](mailto:jessica@kidsus.com)**

To approve you for tier I rates, we will confirm that the information you provide on the form is correct. You must include documents, with your form, which show your household's income. The back of this letter has information about what to send.

If you disagree with our decision, you have the right to appeal it. In the operation of child nutrition programs, no person will be discriminated against because of race, color, national origin, sex, age, or disability. If you have questions or want to request an appeal, please contact **Jessica Russell** at **508-248-6772** or **[jessica@kidsus.com](mailto:jessica@kidsus.com)**.

Sincerely,

*Jessica Russell, Asst Director*

[jessica@kidsus.com](mailto:jessica@kidsus.com) or 508-248-6772

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CACFP Meal Benefit Income Eligibility Form  
Letter to Parents (Tier I Rates for Tier II Providers)

**Date:**

Dear Parent or Guardian:

[Name of day care home] offers healthy meals and snacks to children as part of the Child and Adult Care Food Program (CACFP). Your day care provider receives support from CACFP to serve those meals. CACFP gives more support to your provider if your household income is equal to or less than the limits on this chart:

Federal Income Standards for Reduced-Price Meals for July 1, 2025 - June 30, 2026		
Household size	Yearly Income	Monthly Income
1	28,953	2,413
2	39,128	3,261
3	49,303	4,109
4	59,478	4,957
5	69,653	5,805

Please fill out a *CACFP Meal Benefit Income Eligibility* form. It will help us find out how much support your provider receives. Be sure to read the instructions carefully. Fill in all the information we request. We can only accept complete forms. Please send the completed form to:

**Kids Unlimited Services, Inc. 35 Trolley Crossing Rd, Charlton MA 01507**

Thank you for taking the time to fill out the form. We hope your child enjoys CACFP meals!

In the operation of child nutrition programs, no person will be discriminated against because of race, color, national origin, sex, age, or disability. If you have questions or need help, please contact **Jessica Russell, 508-248-6772 jessica@kidsus.com**.

Sincerely,

*Signature*

**Kids Unlimited Services, Inc.**

# CACFP Meal Benefit Income Eligibility (Family Child Care)

Complete one application per household. Please use a pen (not a pencil).

**APPLY ONLINE:**

Insert URL Here

## STEP 1 List ALL children in day care (if more spaces are required for additional names, attach another sheet of paper)

**Definition of Household Member:** "Anyone who is living with you and shares income and expenses, even if not related."

Children in Foster care and children who meet the definition of Homeless, Migrant or Runaway are eligible for free meals.

Child's First Name


MI Child's Last Name


Check all that apply

<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

## STEP 2 Do any household members (including you) currently participate in one or more of the following assistance programs: SNAP, TANF, or FDPIR?

IF NO > Go to STEP 3 IF YES > Write case number here and proceed to STEP 4 (do not complete STEP 3)

CASE NUMBER:

Write only one case number in this space.

## STEP 3 Report Income for ALL Household Members (Skip this step if you answered 'Yes' to STEP 2)

Are you unsure what income to include here?  
Flip the page and review the charts titled "Sources of Income" for more information.

The "Sources of Income for Children" chart will help you with the Child Income section.

The "Sources of Income for Adults" chart will help you with All Adult Household Members section.

### A. Child Income

Sometimes children in the household earn or receive income. Please include the TOTAL income received by all Household Members listed in STEP 1 here.

Child Income

\$			
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How often?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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### B. All Adult Household Members (Including yourself)

List all Household Members not listed in STEP 1 (including yourself) even if they do not receive income. For each Household Member listed, if they do receive income, report total gross income (before taxes) for each source in whole dollars (no cents) only. If they do not receive income from any source, write '0'. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.

Name of Adult Household Members (First and last)


Earnings from Work

\$			
\$			
\$			
\$			
\$			
\$			

How often?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Welfare/Child Support/Alimony

\$			
\$			
\$			
\$			
\$			
\$			

How often?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Pensions/Retirement/  
Social Security/SSI/  
VA Benefits

\$			
\$			
\$			
\$			
\$			
\$			

How often?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Total Household Members (Children and Adults)

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Last Four Digits of Social Security Number (SSN) of Primary Wage Earner or other Adult Household Member

X	X	X
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X	X
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Check if no SSN

## STEP 4 Contact information and adult signature. MAIL COMPLETED FORM TO YOUR SCHOOL AT:

"I certify (promise) that all information on this application is true and that all income is reported. I understand that this information is given in connection with the receipt of Federal funds, and that CACFP officials may verify (check) the information. I am aware that if I purposely give false information, the participant/center may lose meal benefits, and I may be prosecuted under applicable State and Federal laws."

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Print Name of Adult Signing the Form

Signature of Adult

Today's Date

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Source of Income for Children		Source of Income for Adults		
Sources of Child Income	Examples	Earnings from Work	Public Assistance/Alimony/Child Support	Pensions/Retirement/All other sources of income
Earnings from work	• A child has a regular full or part-time job where they earn a salary or wages	<ul style="list-style-type: none"> <li>Salary, wages, cash bonuses</li> <li>Net income from self-employment (farm or business)</li> </ul> <b>If you are in the U.S. Military:</b> <ul style="list-style-type: none"> <li>Basic pay and cash bonuses (do NOT include combat pay, FSSA, or privatized housing allowances)</li> <li>Allowances for off-base housing, food, and clothing</li> </ul>		
Social Security - Disability Payments - Survivors Benefits	• A child is blind or disabled and receives Social Security benefits • A parent is disabled, retired, or deceased, and their child receives Social Security benefits	<ul style="list-style-type: none"> <li>Unemployment benefits</li> <li>Workers compensation</li> <li>Supplemental Security Income (SSI)</li> <li>Cash assistance from State or local government</li> <li>Alimony payments</li> <li>Child support payments</li> <li>Veterans benefits</li> <li>Strike benefits</li> </ul>		
Income from person outside of household	• A friend or extended family member regularly gives a child spending money			
Income from any other source	• A child receives regular income from a private pension fund, annuity, or trust			

#### OPTIONAL Children's Ethnic and Racial Identities (Optional)

We are required to ask for information about your children's race and ethnicity. This information is important and helps to make sure we are fully serving our community. Responding to this section is optional and does not affect your children's eligibility for receiving meals during care.

**Ethnicity (check one):**  Hispanic or Latino  Not Hispanic or Latino

**Race (check one or more):**  American Indian or Alaskan Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

The **Richard B. Russell National School Lunch Act** requires the information on this application. You do not have to give the information, but if you do not, the funds your child care center/provider receives may be impacted. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine the meal reimbursement for your child care center/provider. We MAY share your eligibility information with education, health, and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews, and law enforcement officials to help them look into 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, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](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:

**MAIL:** U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

**FAX:** (202) 690-7442; or  
**EMAIL:** [program.intake@usda.gov](mailto:program.intake@usda.gov).

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**\*Only use this address if you are filing a complaint of discrimination.**

#### DO NOT FILL OUT For official use only

**Annual Income Conversion:** Weekly x 52, Every 2 Weeks x 26, Twice a Month x 24, Monthly x 12

Total Income	How often?	Household size	Eligibility		
<input type="text"/>	<input type="radio"/> Weekly <input type="radio"/> Bi-Weekly <input type="radio"/> Monthly <input type="radio"/> 2x Month	<input type="text"/>	<input type="checkbox"/> Categorical Eligibility <input type="radio"/> Free <input type="radio"/> Reduced <input type="radio"/> Denied		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Determining Official's Signature	Date	Confirming Official's Signature	Date	Follow-up Official's Signature	Date

CACFP Meal Benefit Income Eligibility Form  
**Letter to Provider (Tier I Rates or Provider's Own Children Meal Benefits)**

## **What to Send**

Does someone in your household receive **MA SNAP**, **MA TANF**, FDPIR, ?

**If Yes:**

Return this letter with a copy of your **[MA SNAP]**, **[MA TANF]** certification notice. If you don't have a notice, you can send us any letter from that office that shows your dates of certification. *Do not send your EBT card.* If you send us one of the documents above, you are done!

**If No:**

Return this letter along with a copies of documents that show your household's total income for the month you applied or any month since. See *Documents for Showing Income* below.

### **Documents for Showing Income**

**Each document must show:**

- *Name of person who received the income*
- *Date received*
- *Amount received*
- *How often it was received*

**Jobs:** Paycheck stub, paycheck statement, or letter from employer

**Self-employment:** Business or farming papers, such as ledgers or tax papers

**Social Security, Pensions, or Retirement:** Eligibility notice or payment statement

**Unemployment, Disability, or Worker's Compensation:** Eligibility notice or payment statement

**Child Support or Alimony:** Court decree, court agreement, or copies of checks received

**All Other Income (Such as Rental Income):** Any document that shows the amount of income, the person who received it, the date it was received, and how often it was received.

**Military Housing:** Letter or rental contract showing that the housing allowance goes directly to housing as part of the Military Privatized Housing Initiative.

**CACFP Meal Benefit Income Eligibility Form  
Sharing Information with Medicaid and SCHIP**

Children who get Child and Adult Care Food Program (CACFP) free or reduced-price meals may also qualify for low cost health insurance through Medicaid or the State Children's Health Insurance Program (SCHIP).

We may share your child's CACFP eligibility information with Medicaid or SCHIP, *unless you tell us not to*. Medicaid and SCHIP *only* use the information to find out if children are eligible for their programs. Their staff may contact you to offer to enroll your children in these health insurance programs.

If you **do not** want us to share your information with Medicaid or SCHIP, fill out this page. You should send this page with your *CACFP Meal Benefit Income Eligibility* form when you apply. Sending in this page will not change your child's eligibility for free or reduced-price meals.

**No! I do not** want my child's CACFP eligibility information shared with Medicaid or SCHIP.

*If you checked no, fill this out:*

Child's Name:

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Child's Name:

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Child's Name:

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Child's Name:

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Today's Date:

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Print Your Name:

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Address:

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Signature of Parent or Guardian:

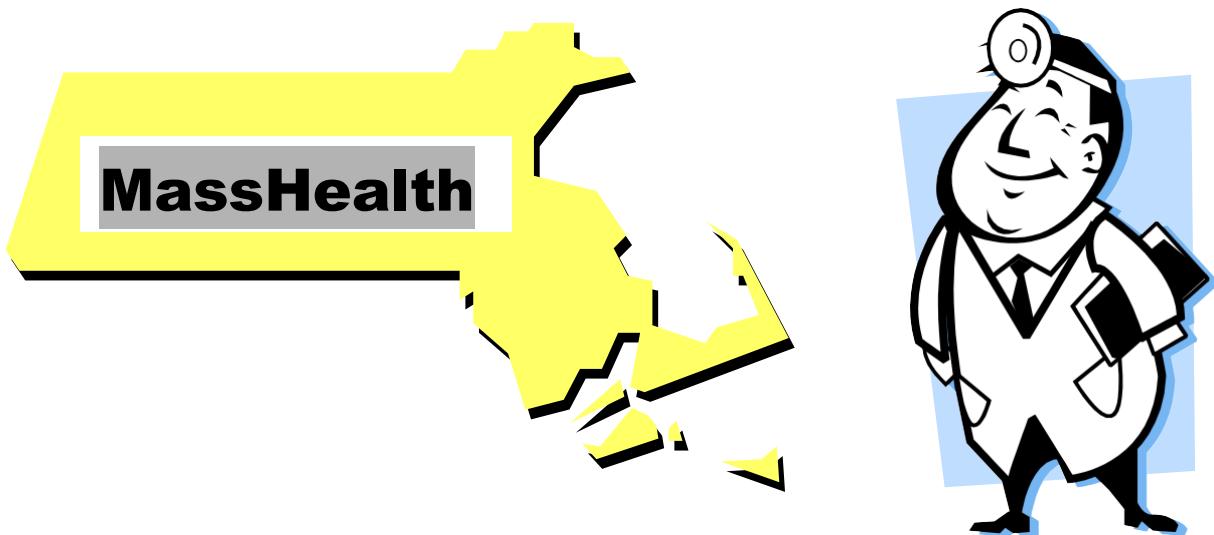
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If you have questions or need help, please contact Kids Unlimited Services, Inc. 508-248-6772 or email: [Jessica@kidsus.com](mailto:Jessica@kidsus.com)

*This institution is an equal opportunity provider.*

## MASSHEALTH INFORMATION

If your child is eligible for free or reduced school meals, your child may also be eligible for **free or low cost health insurance** through MassHealth.



**To learn more call: 1-800-841-2900**

Si su niño es elegible para almuerzo gratis o reducido, su niño pueda ser elegible para seguro de salud gratis o de bajo costo por medio de MassHealth.

**Para saber mas, llame al: 1-800-841-2900**

*covering  
kids*



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