

**Child and Adult Care Food Program
LETTER TO PARENTS
Neighborhood Schoolhouse, Port Townsend, WA**

Dear Parents:

Providing child care and early childhood programs at rates that parents can afford is a growing challenge and requires taking advantage of all available funding resources. One of these resources is the cash reimbursement program for meals and/or snacks from the United States Department of Agriculture (USDA) and the Office of Superintendent of Public Instruction (OSPI). This benefits you because it helps us keep the charge for child care at a lower rate.

Complete, sign, date, and return this application today or as soon as possible. This information will be kept strictly confidential. Your cooperation is appreciated.

Federal regulations require that all child care centers collect information on the normal days and hours child(ren) are expected to be in care and the expected meals to be received. If you choose not to fill out the income portion of the Enrollment/Income Eligibility Application (E/IEA), you must still complete Part I, the "Children's Information" section, sign, and date the E/IEA or complete the separate Enrollment Form.

In order to be considered eligible for free or reduced-price meals, the E/IEA must contain complete documentation of eligibility information including the total current household income, names of all household members, and social security number of one adult household member 21 years of age or older. If the adult member does not possess a social security number, check the appropriate box and sign and date the form.

Washington Basic Food (WBF), Temporary Assistance for Needy Families (TANF), or Food Distribution Program on Indian Reservations (FDPIR) households need only supply the names of the children receiving these benefits, the case number or identification number, the signature of an adult household member, and the date of the signature.

Foster children are eligible for free or reduced-price meals regardless of the income of the household in which they reside. Households wishing to apply for such benefits for foster children must complete the section on foster children in the application.

Children having parents or guardians who become unemployed are eligible for free or reduced-price meals during the period of unemployment, provided that the loss of income causes the family income during the period of unemployment to be within the eligibility standards for those meals.

Households having DSHS paid or DSHS partial payment must complete these forms. Households having income greater than the income guidelines for reduced-price meals should complete parts 1 and 5 and may write "above-scale" in part 4. Enter monthly gross income unless self-employed.

If income is received other than monthly, use the following income conversion: weekly, multiply gross amount by 4.33; every two weeks, multiply by 2.15; if twice a month, multiply by 2.

If your household income is less than or equal to the income levels below, the center receives more reimbursement from OSPI for the nutritious meals served to your children without additional charge to parents.

INCOME-ELIGIBILITY GUIDELINES

Effective July 1, 2006–June 30, 2007

REDUCED-PRICE			
Household Size	Annual	Monthly	Weekly
1	\$18,130	\$ 1,511	\$ 349
2	24,420	2,035	470
3	30,710	2,560	591
4	37,000	3,084	712
5	43,290	3,608	833
6	49,580	4,132	954
7	55,870	4,656	1,075
8	62,160	5,180	1,196
Each additional household member add:	+ 6,290	+ 525	+ 121

If your child has been determined by a doctor to be disabled and the disability would prevent the child from eating the regular meals at the center, we will make any substitutions prescribed by the doctor at no extra charge. Bring to the center the doctor's note that prescribes the alternative foods needed and verifies special meals are needed due to the disability.

In the operation of the child feeding programs, no child will be discriminated against because of race, color, national origin, gender, or disability. If you believe that you have been discriminated against in any USDA-related activity, you should write immediately to the Secretary of Agriculture, Washington, DC 20250.

Thank you for helping us provide healthy meals for your children.

Sincerely,

Your Center Director