Dear FDCH Parent/Guardian:

This letter is intended for parents or guardians of children enrolled at a family day care home. Your day care home provider offers healthy meals to all enrolled children as part of our participation in the U.S. Department of Agriculture’s (USDA) Child and Adult Care Food Program (CACFP). The CACFP provides reimbursements for healthy meals and snacks served to children enrolled in child care. Please help us comply with the requirements of the CACFP by completing the attached Household Income Eligibility Statement (HIES) Form.

1. **Am I required to complete a HIES in order for my child(ren) to receive CACFP Benefits?** No, but if you choose to do so, your provider may receive a higher reimbursement for the meals served to your child. If you do complete the form, you have the option of returning it directly to your Provider or to the Provider’s Sponsor, **[Sponsor’s Name]**. If you would like to provide your form directly to the sponsor, return the completed form to: **[(Sponsor) at name, address, phone number]**.

2. **Do I need to fill out a HIES for each of my children in day care?** You may complete and submit one CACFP HIES for all children enrolled in child care in your household only if the children in child care are enrolled in the same home. We cannot approve a form that is not complete, so be sure to read the instructions carefully and fill out all required information.

3. **Who qualifies for the higher reimbursement without providing income information?** Your provider will receive a higher reimbursement for meals served to foster children and children in households getting Food Assistance Program (FAP - formerly Food Stamps), Family Independence Program (FIP) or Food Distribution Program on Indian Reservations (FDPIR). Other categorically eligible programs include: Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Head Start participants, Pre-Kindergarten participants of the Even Start Program, Commodity Supplemental Food Program (CSFP), The Emergency Food Assistance Program (TEFAP), and National School Breakfast and Lunch Program.

4. **Who qualifies for the higher reimbursement based on income?** Your provider may receive a higher reimbursement for the meals served to your children if your household income is within the reduced price limits on the federal income eligibility guidelines, effective July 1, 2014, until June 30, 2015, shown below:

<table>
<thead>
<tr>
<th>Family Size</th>
<th>Yearly Income</th>
<th>Monthly Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$21,590</td>
<td>$1,800</td>
</tr>
<tr>
<td>2</td>
<td>$29,101</td>
<td>$2,246</td>
</tr>
<tr>
<td>3</td>
<td>$36,612</td>
<td>$3,051</td>
</tr>
<tr>
<td>4</td>
<td>$44,123</td>
<td>$3,677</td>
</tr>
<tr>
<td>For each additional family member add:</td>
<td>$7,511</td>
<td>$626</td>
</tr>
</tbody>
</table>

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Refer to the Instructions for FDCH Parents/Guardians Household Income Eligibility Statement on how to complete the HIES. Find the category that most closely defines your household and follow the directions for completing each part of the HIES. If your household income is greater than the levels shown on the above CACFP income guidelines, it is not necessary for you to complete the HIES.

Your family may be eligible to receive health insurance, called MIChild, through the State of Michigan. MIChild is a health insurance program for uninsured children of Michigan’s working families. To determine if your family is eligible, call 1-888-988-6300 for an application or access an online application at www.michigan.gov/michild. At the web address, you can also access the MIChild brochure that briefly explains the insurance program.

Your family may be eligible to receive Women, Infants & Children (WIC), a health and nutrition program, that has demonstrated a positive effect on pregnancy outcomes, child growth, and development. To determine eligibility, call 1-800-26-BIRTH or access online information at www.michigan.gov/wic to learn about WIC and locate a local WIC agency.

5. May I fill out a form if someone in my household is not a U.S. citizen? Yes. You or your children do not have to be U.S. citizens to qualify for meal benefits offered at the day care home.

6. Who should I include as members of my household? You must include everyone in your household (such as grandparents, other relatives, or friends who live with you) who shares income and expenses. You must include yourself and all children who live with you. You also may include any foster children living with you.

7. How do I report income information and changes in employment status? The income you report must be the total gross income listed by source for each household member received last month. If last month’s income does not accurately reflect your circumstances, you may provide a projection of your monthly income. If no significant change has occurred, you may use last month’s income as a basis to make this projection. If your household’s income is equal to or less than the amounts indicated for your household’s size on the federal income eligibility guidelines listed above, the family day care home will receive a higher level of reimbursement. Once properly approved for the higher reimbursement rate, whether through income or by providing a current FAP, FIP, FDPIR case number, or listing the name of other categorically eligible programs, you will remain eligible for those benefits for 12 months. You should, however, notify us if you or someone in your household becomes unemployed and the loss of income unemployment causes your household income to be within the eligibility standards.

8. What if my income is not always the same? List the amount that you normally receive. For example, if you normally receive $1,000 each month, but you missed some work last month and only received $900, put down that you receive $1,000 per month. If you normally receive overtime, include it, but not if you only receive it sometimes.

9. What if I have foster children? Foster children that are under the legal responsibility of a foster care agency or court automatically qualify for the higher reimbursement. Any foster child in the household qualifies regardless of income. Households may include foster children on the HIES, but are not required to include payments received for the foster child as income.

10. We are in the military, do we include our housing and supplemental allowances as income? If your housing is part of the Military Housing Privatization Initiative and you receive the Family Subsistence Supplemental Allowance, do not include these allowances as income. Also, in regard to deployed service members, only that portion of a deployed service member’s income made available by them or on their behalf to the household will be counted as income to the household. Combat Pay, including Deployment Extension Incentive Pay (DEIP), is also excluded and will not be counted as income to the household. All other allowances must be included in your gross income.

In the operation of child feeding programs, no person will be discriminated against because of race, color, national origin, sex, age or disability.

If you have other questions or need help, call [phone number].
Non-Discrimination Statement
The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

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