

## Sample Provider Letter for CACFP Family Day Care Homes

Dear Provider:

To qualify for reimbursement for meals and snacks served in your family day care home under the CACFP, you must complete and return the enclosed Income Eligibility Application. Please refer to the information below.

**Establishing eligibility as a tier I home:** To qualify for the higher Tier I reimbursement, you must be located in an area of economic need as determined by the most recent school enrollment or census data, or establish individual economic need through the Income Eligibility Application. Our office will determine your eligibility based on information provided on the Income Application. **We are required by law to verify the income information you provide.** Please include household income supporting documentation with the application. We may also inform officials of other child nutrition, health, and education programs of the information on your form to determine benefits for those programs.

**Supplemental Nutrition Assistance Program (SNAP) and Temporary Family Assistance (TFA) households:** If you currently receive SNAP (formerly known as Food Stamps) or TFA, you are automatically eligible for Tier I reimbursement. Therefore, you only have to provide your name, SNAP or TFA case number, and sign the application.

**All other households:** If your household income is at or below the level in “Gross Income Guidelines for Tier I Meals” below, you are eligible for Tier I reimbursement. You must provide the following information for your application to be processed.

- **Household members:** List the names of everyone who lives in your household. Include parents, grandparents, all children, other relatives, and unrelated people who live in your household AND contribute to the household costs.
- **Social Security number:** List the last four digits of your social security number.
- **Current income:** As a self-employed day care provider, you may list the **net** income that you earned in the last month or year. Net income is defined as gross receipts (including all money received from parents for the care of their children and CACFP reimbursements) less operating expenses for your business (such as the cost of food served to enrolled children). You must also list the gross income each household member earned **last** month (*before* deductions for taxes, social security, etc.), the frequency of income and where it is from, such as wages, retirement, or welfare. If any household member’s income last month was higher or lower than usual, last year’s income may be used.

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Gross Income Guidelines for Tier I Meals Effective from July 1, 2023, through June 30, 2024					
Number in family	Annual (yearly)	Monthly	Twice per month	Every two weeks (biweekly)	Weekly
1	26,973	2,248	1,124	1,038	519
2	36,482	3,041	1,521	1,404	702
3	45,991	3,833	1,917	1,769	885
4	55,500	4,625	2,313	2,135	1,068
5	65,009	5,418	2,709	2,501	1,251
6	74,518	6,210	3,105	2,867	1,434
7	84,027	7,003	3,502	3,232	1,616
8	93,536	7,795	3,898	3,598	1,799
<b>Each additional family member</b>	9,509	793	397	366	183

**Signature:** You must **sign and date** the application.

**Reapplication:** If you are not eligible now but have a decrease in household income, or an increase in household size, fill out an application at that time. Providers having family members who become unemployed are eligible for Tier I reimbursement 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.

**Sponsor:** *Please attach verification information.*

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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted 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; or
2. fax: (833) 256-1665 or (202) 690-7442; or
3. email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

For information on the CACFP, visit the CSDE's [CACFP](#) website or contact the [CACFP staff](#) at the Connecticut State Department of Education, Bureau of Child Nutrition Programs, 450 Columbus Boulevard, Suite 504, Hartford, CT 06103-1841. This document is available at [https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Forms/IncElig/Letter\\_Provider\\_Homes.pdf](https://portal.ct.gov/-/media/SDE/Nutrition/CACFP/Forms/IncElig/Letter_Provider_Homes.pdf).