



## Help With Income

### To determine monthly income:

- If paid every week, multiply the total gross income by 52 and divide by 12.
- If paid every two weeks, multiply the total gross income by 26 and divide by 12.
- If paid once a month, use the total gross income.
- If paid twice a month, multiply the total gross income by 2.
- If paid once a year, divide the total gross income by 12.

**Farmer or Self-Employed:** Monthly income is gross farm or business income received in the month prior to application minus farm or business expenses. Gross wages from other jobs or income from other sources must also be listed as income. A loss from self-employment must be listed as zero income and cannot reduce other income.

**Seasonal Worker:** If you or a member of your household received higher or lower than usual income last month, list the expected average monthly income on the front of this application.

## Privacy Act Information - Social Security Numbers

Section 9 of the National School Lunch Act requires that, unless your child's Food Stamp or FIP case number is provided, you must include the social security number of the adult household member signing the application or indicate that the household member does not have a social security number. Provision of a social security number is not mandatory, but if a social security number is not given or an indication is not made that the signer does not have such a number, the application cannot be approved. The social security number may be used to identify the household member in carrying out efforts to verify the correctness of information stated on the application. These verification efforts may be carried out through program reviews, audits, and investigations and may include contacting employers to determine income, contacting a food stamp or welfare office to determine current certification for receipt of Food Stamps or FIP benefits, contacting the state employment security office to determine the amount of benefits received and checking the documentation produced by household members to prove the amount of income received. These efforts may result in a loss or reduction of benefits, administrative claims or legal actions if incorrect information is reported.

## Foster Child

A foster child is a child who is living with a household but who remains the legal responsibility of the welfare agency or court. A foster child is considered a household of one. In certain cases, foster children are eligible for Tier 1 meal reimbursement regardless of household income. If such children are living with you and you wish to apply for this reimbursement, please contact us.

## Food Assistance Program (FAP)/Family Independence Program (FIP)/Food Distribution Program on Indian Reservations (FDPIR) Recipients

If your household receives FAP, FIP or FDPIR benefits for your child(ren) enrolled at the child care site, your child(ren) is/are automatically eligible for Tier 1 reimbursement. Complete Part 1 and Part 3 of the Household Income Eligibility Application.

In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.