



## 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

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, we cannot approve this application. You must include the social security number of the adult household member who signs the application. The social security number is not required when you apply on behalf of a foster child or you list a Food Assistance Program (FAP), Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier, Family Independence Program (FIP), 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 if your child is eligible for free or reduced price meals, and for administration and enforcement of the Child and Adult Care Food Program (CACFP). 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.

## 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.