



# Family Service

501 South 7th Street • Lincoln, NE 68508-2920  
Phone: 402.441.7949 • Fax: 402.441.6466  
[www.familyservicelincoln.org](http://www.familyservicelincoln.org)

2007 Nonprofit of the Year

Serving Families  
Since 1891

Dear Parent or Guardian:

Your child is enrolled for care in the home of a provider participating in the U.S. Department of Agriculture's Child and Adult Care Food Program (CACFP) through an agreement with our agency. Through this agreement, your provider is able to claim reimbursement for the meals served to your child while in care.

Regulations that govern this program have established two tiers of reimbursement for meals served to children in family day care homes. Your provider will be reimbursed at the lower Tier II rate for your child, unless your household income qualifies your child as eligible for the higher Tier I rates. You can help your provider receive the higher rate of reimbursement by establishing your household's eligibility for the Tier I rates by completing the attached application form: **Application for Tier I Determination in Tier II Family Day Care Homes.**

## Program Benefits

The Child Care Food Program was established in 1968 in response to the need to provide adequate nutrition to a growing number of children in day care. In 1988, eligible adults were included in the program which is now called the Child and Adult Care Food Program.

Good nutrition, the development of desirable eating habits and learning about food choices are vital building blocks for young children. Provisions must be made to ensure that these building blocks are in place in order to promote good health throughout life.

The goal of the Child and Adult Care Food Program is to see that well balanced meals are served and that good eating habits are taught in child care settings. The CACFP provides reimbursement for nutritious meals and snacks served to eligible children in child care centers, family day care homes, and outside-school-hours centers, as well as to eligible adults in adult care centers.

The CACFP is administered by the Nebraska Department of Education, Nutrition Services, PO Box 94987, Lincoln, NE, 68509-4987, Bev Benes, Administrator, (402) 471-2488. Funding for the program is provided by the U.S. Department of Agriculture. All Program funds come from tax dollars, which is why all recipients must be accountable for how these funds are used. The Program Serves children through age 12, children of migrant workers, through age 15, physically and mentally disabled persons receiving care in a center where most children are 18 years old and under, adults in nonresidential day care settings, and children ages 13 to 18 in educational enrichment programs in area eligible facilities (after school snack program).

## Confidentiality

All information you submit is confidential and will only be available to this agency and the administering agencies of the CACFP. We will not share this information with your provider. This information may only be made available to designated representatives of our organization, representatives of the Nebraska Department of Education, representatives of USDA, or representatives of the General Accounting Office.

If you believe that your household income is under the Income Eligibility Guidelines included with this letter, we encourage you to complete the attached application so that your provider may receive the higher Tier I reimbursement rates for meals served to your child. Higher reimbursement will contribute to the overall quality of care your provider maintains.

## Instructions for Completing the Application for Tier I Determination in Tier II Family Day Care Homes

If you or your child participates in any of the following programs, your provider may be reimbursed at the higher rate upon your completion of this application:



A Private, Not-For-Profit Corporation



## Federal Categorically Eligible Programs

- Food Stamp Program or Food Distribution Program on Indian Reservations (FDPIR)
- National School Lunch Program and School Breakfast Program
- Special Supplemental Nutrition Program for Women, Infants and Children (WIC)
- Commodity Supplemental Food Program (CSFP): elderly recipients only
- Federally funded Head Start participants enrolled on the basis of a determination that the family meets the program's low income criteria

## State Categorically Eligible Programs

- Child Care Subsidy N-Focus (formerly Title XX)
- Commodity Supplement Food Program (CSFP); pregnant, postpartum and breast feeding women, infants and children
- The Emergency Food Assistance Program (TEFAP)
- Temporary Assistance for Needy Families (TANF)
- Kids Connection (State Children's Health Insurance Program - SCHIP)
- State Supplement
- Refugee Resettlement
- State Disability
- Low-Income Energy Assistance Program
- Medicaid
- Medically Handicapped Children's Program
- Aged and Disabled Services Block Grant

If you participate in any of these programs, you must indicate the name of the program and your case number in Part 3. If you have a case number do not complete Part 5.

If you do not participate in any of the listed programs, but you qualify based on the income guidelines, you must complete Part 5. List the total gross income, by source, for each household member for last month. If last month's income does not accurately reflect your circumstances, you may provide a projection of your current annual income, using last year's income as a basis, if no significant changes have occurred. Names of all household members must be listed, even if they have no income. The Department of Agriculture defines a household as a group of related or unrelated individuals who are living as one economic unit (i.e. sharing living expenses).

## Foster Care

If this application is for a foster child, complete Parts 1, 4 and 6. A foster child who is the legal responsibility of the welfare agency or court may be certified as eligible for this program regardless of your household income. **A SEPARATE application must be completed for EACH foster child.**

## Signature

Sign your name, write your social security number and the date signed in Part 6.

**Please do not return this form to your provider.** Return this application form to our office:

Family Service Child Care Food Program  
Attn: Tier Office  
501 South 7<sup>th</sup> Street  
Lincoln, NE 68508

If you have any questions about this form, please contact Megan Evenson at (402) 441-7924 or (800) 642-6481.

*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, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.*



**INCOME ELIGIBILITY GUIDELINES  
JULY 1, 2009 - JUNE 30, 2010**

Household Size	Household Income				
	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	20,036	1,670	835	771	386
2	26,955	2,247	1,124	1,037	519
3	33,874	2,823	1,412	1,303	652
4	40,793	3,400	1,700	1,569	785
5	47,712	3,976	1,988	1,836	918
6	54,631	4,553	2,277	2,102	1,051
7	61,550	5,130	2,565	2,368	1,184
8	68,469	5,706	2,853	2,634	1,317
For each additional family member add:	6,919	577	289	267	134