

Statement of Facts

The most effective method for documenting children's eligibility in a RCCI is to create a Statement of Facts (in lieu of collecting household applications). This is a written statement outlining the general policy or condition within the RCCI which would justify all the residential children (not including day students) to be eligible for free benefits. Household applications are always required for day students.

A sample Statement of Facts form is included below. The following are two examples of acceptable Statement of Facts that explain the income policy at your institution:

- All our children are wards of the court. They are not permitted to earn, receive or retain any money while in our custody.
- Our students are permitted to hold part-time jobs (up to 16 hours per week). The maximum earnings we have seen have been \$83 per week. We also permit students to receive up to \$5 per week from home, but require any money received or earned to be turned into our bank and to be drawn out only with permission.

Q: What income is reported for students who reside in a residential child care institution (RCCI)?

A: Payments from any source, directly received by the institution on the child's behalf, are not considered as income to the child. However, the money a child personally receives or earns from any full-time or regular part-time source is considered income.

[Example]

Statement of Facts for:

Name of Institution

Tell us about the income policy at your institution. Your explanation constitutes documentation of eligibility for free meals.

For the institution: _____

Authorized Signature _____

Title _____

Date _____