CHILD AND ADULT CARE FOOD PROGRAM
MEAL BENEFIT INCOME ELIGIBILITY FORM INSTRUCTIONS (Child Care)
FISCAL YEAR 2015

Instructions For Completing The CACFP Meal Benefit Income Eligibility Form

Follow these instructions, if your household gets SNAP, TANF or FDPIR:

Part 1: List all household members including children in child care.
Part 2: List the case number for any household member receiving SNAP or TANF or FDPIR benefits.
Part 3: Skip this part.
Part 4: Sign the form. The last four digits of a Social Security Number is not necessary.
Part 5: Skip this part.
Part 6: Answer this question if you choose.

If you are applying on behalf of a FOSTER CHILD, follow these instructions:

If all children you are applying for are foster children, or if you are only applying for benefits for a foster child:

Part 1: List all foster children**.** Check the box indicating that the child is a foster child.
Part 2: Skip this part.
Part 3: Skip this part.
Part 4: Sign the form. The last four digits of a Social Security Number is not necessary.
Part 5: Skip this part.
Part 6: Answer this question if you choose.

If some of the children in the household are foster children:

Part 1: List all household members. For any person (including children) with no income, you must check the "No Income Box." Check the box if the child is a foster child.
Part 2: If the household does not have a case number, skip this part.
Part 3: Follow these instructions to report total household income from this month or last month:

Column A – Name: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends who lives in the home) with income. Include yourself and all children living with you. Attach another sheet of paper if needed.

Column B – Gross Income and How Often it was Received: For each household member, list each type of income received for the month. You must tell us how often the money is received – weekly, every other week, twice a month or monthly:

- **In Box 1:** List the **gross income,** not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your stub or your boss can tell you.
- **In Box 2:** List the amount each person received for the month from welfare, child support, and alimony.
- **In Box 3:** List retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits.
- **In box 4:** List ALL OTHER INCOME SOURCES including Worker's Compensation, unemployment, strike benefits, regular contributions from people who do not live in your household, and any other income. For ONLY the self-employed, under *Earnings From* Work, report income after expenses. This is for your business, farm or rental property. Do not include income from SNAP, FDPIR, WIC or Federal education benefits. If you are in the Military Housing Privatization Initiative or receive combat pay, do not include this housing allowance as income.

Part 4: Adult household member must sign the form and list the last four digits of their Social Security Number.
Part 5: If any child you are applying for is homeless, migrant, or a runaway, check the appropriate box and call your school, homeless liaison, or migrant coordinator. ***If not applicable, skip this part.***
Part 6: Answer this question if you choose.

ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

Part 1: List all household members. For any person (including children) with no income, you must check the "No Income Box."
Part 2: Skip this part.
Part 3: Follow these instructions to report total household income from this month or last month.

Column A–Name: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends who live in the home) with income. Include yourself and all children living with you. Attach another sheet of paper if needed.

Column B – Gross Income and How Often it was Received: For each household member, list each type of income received for the month. You must tell us how often the money is received – weekly, every other week, twice a month or monthly:

- **In Box 1:** List the **gross income,** not the take-home pay. Gross income is the amount earned before taxes and other deductions. You should be able to find it on your stub or your boss can tell you.
- **In Box 2:** List the amount each person received for the month from welfare, child support, and alimony.
- **In Box 3:** List retirement, Social Security, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits.
- **In box 4:** List ALL OTHER INCOME SOURCES including Worker's Compensation, unemployment, strike benefits, regular contributions from people who do not live in your household, and any other income. For ONLY the self-employed, under *Earnings From* Work, report income after expenses. This is for your business, farm or rental property. Do not include income from SNAP, FDPIR, WIC or Federal education benefits. If you are in the Military Housing Privatization Initiative or receive combat pay, do not include this housing allowance as income.

Part 4: An adult household member must sign the form and list the last four digits of their Social Security Number.
Part 5: Skip this part.
Part 6: Answer this question if you choose.