



www.partnersinnutrition.org
info@partnersinnutrition.org
651.325.6693

Dear Parent/Guardian:

The center that your child(ren) attend provides nutritious food every day.

The Child and Adult Care Food Program (CACFP) helps the center to pay for meals. The amount of help the center will get depends on the incomes of households with children in care. Please complete the enclosed CACFP Household Income Statement following the instructions. If your household income is higher than the guidelines shown on the instructions page, please just write "over income" on the Household Income Statement, include your children's names, and return the form.

Return your completed Household Income Statement to:

Antioch Youth & Family Childcare Center
580 Fuller
St Paul, MN 55103

How will my information be used? We will use your information to request CACFP assistance for meal services.

How will my information be kept? We will keep your information on file as private data. The back page of the form has more information about data privacy.

I already get MFIP or SNAP benefits. Do I meet CACFP income guidelines? Yes. You only need to provide your case number on the form if anyone in your household is approved for one of these programs: Minnesota Family Investment Program (MFIP), Supplemental Nutrition Assistance Program (SNAP) or Food Distribution Program on Indian Reservations (FDPIR).

Also foster children meet CACFP guidelines without providing income information.

Your household may meet CACFP income guidelines if you are approved for the Women, Infants and Children program (WIC) or Medical Assistance program (MA). Please fill out a Household Income Statement.

Who should I include as members of my household? Include yourself and all other people living in the household, related or not (such as grandparents, other relatives or friends). Include anyone who is temporarily away, for example a college student.

What if my income is not always the same? List the amount that you normally get. For example, if you normally get \$1,000 each month, but you missed some work last month and only got \$900, put down that you get \$1,000 per month. Include overtime pay if you regularly work overtime.



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Do I need to provide my Social Security number? If household incomes are on the form, the person signing the form must write in just the last four digits of their Social Security number. If you don't have a Social Security number, indicate that on the form.

May I fill out a Household Income Statement if someone in my household is not a U.S. citizen? Yes. You or your children or other household members do not have to be U.S. citizens for you to fill out a CACFP Household Income Statement.

If you have other questions or need help, call Christine at 651-900-5248 or christine@partnersinnutrition.org.

Sincerely

Christine Twait
Executive Director
Partners in Nutrition



HOW TO COMPLETE THE CACFP HOUSEHOLD INCOME STATEMENT

Fill out a Child and Adult Care Food Program - Household Income Statement if any of the following apply to your household:

- Any person in your household already is approved for one of these programs: Minnesota Family Investment Program (MFIP), Supplemental Nutrition Assistance Program (SNAP) or Food Distribution Program on Indian Reservations (FDPIR). or
- You have one or more foster children in the household (a welfare agency or court has legal responsibility for the child). or
- Your total household income (income before deductions, not take-home pay) is less than or equal to the income shown below for your household size. Include any foster children as members of the household. Do not include as income: foster care payments, federal education benefits, MFIP payments, or value of assistance received from SNAP, WIC, or FDPIR. Military: Do not include combat pay or Military Privatized Housing Initiative payments. The income guidelines are effective from July 1, 2015, through June 30, 2016.

Maximum Household Income

Household Size	\$ Per Year	\$ Per Month	\$ Twice Per Month	\$ Per 2 Weeks	\$ Per Week
1	21,775	1,815	908	838	419
2	29,471	2,456	1,228	1,134	567
3	37,167	3,098	1,549	1,430	715
4	44,863	3,739	1,870	1,726	863
5	52,559	4,380	2,190	2,022	1,011
6	60,255	5,022	2,511	2,318	1,159
7	67,951	5,663	2,832	2,614	1,307
8	75,647	6,304	3,152	2,910	1,455
Add for each additional person	7,696	642	321	296	148

Step 1: Children List all children in your household through grade 12 and provide the requested information for each child. Providing racial/ethnic data for your children is optional; this information helps to make sure we are fully serving our community.

Step 2: Assistance Program Case Number Fill out this section if anyone in your household already is approved for an assistance program listed in Step 2. If you fill out Step 2, skip Step 3.



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Step 3: Adults and Incomes

Income to Children – If any children have regular income, such as SSI or part-time jobs, list the total regular income to children. Do not include occasional earnings such as babysitting or lawn mowing.

Social Security Number – The person signing the form must provide the last four digits of their Social Security number, or check the box if they do not have a Social Security number.

Adults and Incomes – List all adults living in the household, whether related or not (such as grandparents, other relatives or friends) and their incomes. Include any adult who is temporarily away, such as a college student. Attach an additional page if necessary.

- List gross earnings before deductions, not take-home pay. Do not list an hourly wage rate. For farm or self-employment income only, list net business income after subtracting expenses.
- For adults with no income to report, enter a '0' or leave the section blank. This is your certification (promise) that there is no income to report.
- For each income, fill in a circle to show how often the income is received.

Step 4: Signature and Contact Information An adult household member must sign the form.