

**CONFIDENTIAL INCOME STATEMENT (CIS)**

**CHILD CARE CENTER/HOME NAME** \_\_\_\_\_

**(Effective July 1, 2019 – June 30, 2020)**

**Part 1. All Household Members with No Income**

|   |  |   |
|---|--|---|
| <b>Names of all children and household adults with no income</b><br>(First, Middle Initial, Last) | CHECK IF A FOSTER CHILD (THE LEGAL RESPONSIBILITY OF A WELFARE AGENCY OR COURT)<br>* IF ALL CHILDREN LISTED BELOW ARE FOSTER CHILDREN, SKIP TO PART 5 TO SIGN THIS FORM. | CHECK IF THIS IS A CHILD ENROLLED AT THE CENTER |
|   | <input type="checkbox"/>   | <input type="checkbox"/>                        |
|   | <input type="checkbox"/>   | <input type="checkbox"/>                        |
|   | <input type="checkbox"/>   | <input type="checkbox"/>                        |
|   | <input type="checkbox"/>   | <input type="checkbox"/>                        |
|   | <input type="checkbox"/>   | <input type="checkbox"/>                        |

**Part 2. Benefits:** If any member of your household received [State SNAP], [FDPIR], or [State TANF cash assistance], provide the name and case number for the person who receives benefits. **If no one receives these benefits, skip to part 3.**

NAME: \_\_\_\_\_ PROGRAM NAME: \_\_\_\_\_

CASE NUMBER: (NOT EBT CARD NUMBER) \_\_\_\_\_

**Part 3.** If any child you are applying for is homeless, migrant, or a runaway check the appropriate box and call [Your School, Homeless Liaison, Migrant Coordinator at Phone #] Homeless  Migrant  Runaway

**Part 4. Total Household Gross Income—You must tell us how much and how often**

| <b>A. Name</b><br>(List <b>only</b> household members with income)<br><br>First, middle initial, last<br><br>(Example)<br>Jane Smith | <b>B. Gross income and how often it was received</b> |        |               |               |         |                                 |        |               |               |         |  |        |               |               |         |                                |        |               |               |         |
|--|--|--------|---------------|---------------|---------|---------------------------------|--------|---------------|---------------|---------|--|--------|---------------|---------------|---------|--------------------------------|--------|---------------|---------------|---------|
|  | Earnings from work before deductions                 | Weekly | Every 2 weeks | Twice Monthly | Monthly | Welfare, child support, alimony | Weekly | Every 2 weeks | Twice Monthly | Monthly | Social Security, SSI, VA retirement benefits | Weekly | Every 2 weeks | Twice Monthly | Monthly | All Other Income: Unemployment | Weekly | Every 2 weeks | Twice Monthly | Monthly |
|  | \$200  |        |               |               |         | \$150                           |        |               |               |         | \$100  |        |               |               |         | \$                             |        |               |               |         |
|  | \$   |        |               |               |         | \$                              |        |               |               |         | \$   |        |               |               |         | \$                             |        |               |               |         |
|  | \$   |        |               |               |         | \$                              |        |               |               |         | \$   |        |               |               |         | \$                             |        |               |               |         |
|  | \$   |        |               |               |         | \$                              |        |               |               |         | \$   |        |               |               |         | \$                             |        |               |               |         |
|  | \$   |        |               |               |         | \$                              |        |               |               |         | \$   |        |               |               |         | \$                             |        |               |               |         |

**Part 5. Signature and Last Four Digits of Social Security Number (Adult must sign)**

An adult household member must sign this form. **If Part 3 is completed, the adult signing the form must also list the last four digits of his or her Social Security Number or mark the "I do not have a Social Security Number" box.** (See Privacy Act Statement on the back of this page.)

*I certify that all information on this form is true and that all income is reported. I understand that the center or day care home will get Federal funds based on the information I give. I understand that CACFP officials may verify the information. I understand that if I purposely give false information, I may be prosecuted.*

Sign here: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Last four digits of Social Security Number: \* \* \* - \* \* - \_\_\_\_\_  I do not have a Social Security Number

| Part 6. Participant's ethnic and racial identities (optional)   |   |
|---|---|
| <b>Mark one ethnic identity:</b>  | <b>Mark one or more racial identities:</b>  |
| <input type="checkbox"/> Hispanic or Latino<br><input type="checkbox"/> Not Hispanic or Latino  | <input type="checkbox"/> Asian<br><input type="checkbox"/> White<br><input type="checkbox"/> Black or African American<br><input type="checkbox"/> American Indian or Alaska Native<br><input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <b>Don't fill out this part. This is for official use only.</b>   |   |
| Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24, Monthly x 12   |   |
| Total Income: _____ Per: <input type="checkbox"/> Week, <input type="checkbox"/> Every 2 Weeks, <input type="checkbox"/> Twice A Month, <input type="checkbox"/> Month, <input type="checkbox"/> Year Household size: _____ |   |
| Categorical Eligibility: ___ Date Withdrawn: _____ Eligibility: Free ___ Reduced ___ Denied ___ Tier I ___ Tier II ___  |   |
| Reason: _____   |   |
| Determining Official's Signature: _____ Date: _____   |   |

**The day care facility will receive more money for the meals served if your household income falls within the limits on this chart and you complete this Confidential Income Statement.**

| REDUCED PRICE INCOME GUIDELINES<br>JULY 1, 2019 - JUNE 30, 2020 |        |         |                 |                 |        |
|---|--------|---------|-----------------|-----------------|--------|
| Household Size  | Income |         |                 |                 |        |
|   | Annual | Monthly | Twice Per Month | Every Two Weeks | Weekly |
| 1   | 23,107 | 1,926   | 963             | 889             | 445    |
| 2   | 31,284 | 2,607   | 1,304           | 1,204           | 602    |
| 3   | 39,461 | 3,289   | 1,645           | 1,518           | 759    |
| 4   | 47,638 | 3,970   | 1,985           | 1,833           | 917    |
| 5   | 55,815 | 4,652   | 2,326           | 2,147           | 1,074  |
| 6   | 63,992 | 5,333   | 2,667           | 2,462           | 1,231  |
| 7   | 72,169 | 6,015   | 3,008           | 2,776           | 1,388  |
| 8   | 80,346 | 6,696   | 3,348           | 3,091           | 1,546  |
| For each additional family member add:                          | 8,177  | 682     | 341             | 315             | 158    |

**Privacy Act Statement: This explains how we will use the information you give us.** 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, the child care center or provider may get less money for the meals served. You must include the last four digits of 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 Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for the participant or other (FDPIR) identifier or when you indicate that the adult household member signing the application does not have a Social Security Number. We will use your information for administration and enforcement of the Program and to verify that the information on the statement is true.

**Non-discrimination Statement: This explains what to do if you believe you have been treated unfairly.** In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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