

<b>PART 1. CHILDREN IN DAY CARE</b>			
Names of all children in care (First, Middle Initial, Last)	<input type="checkbox"/> if Foster Child	<input type="checkbox"/> if Homeless, Migrant or Runaway	If any member of your household receives Supplemental Nutrition Assistance Program (SNAP) or RIWorks, provide the name and full case number for the person who receives benefits. NAME: _____ CASE #: _____  If no one receives these benefits, skip to Part 2.

<b>PART 2. TOTAL HOUSEHOLD GROSS INCOME</b>					
<b>YOU MUST TELL US HOW MUCH AND HOW OFTEN</b>					
1. Name (List everyone in household, including foster children)	2. <u>Gross income</u> and how often it was received				3. Check if <b>NO</b> income
	<i>Examples: \$250/monthly \$400/twice a month \$125 every other week 190/weekly</i>				
	Earnings from work before deductions	Welfare, Alimony, Child Support	Pensions, Retirement, social security	Other	
1.					<input type="checkbox"/>
2.					<input type="checkbox"/>
3.					<input type="checkbox"/>
4.					<input type="checkbox"/>
5.					<input type="checkbox"/>
6.					<input type="checkbox"/>
7.					<input type="checkbox"/>
8.					<input type="checkbox"/>
9.					<input type="checkbox"/>

<b>PART 3. SIGNATURE AND SOCIAL SECURITY NUMBER (ADULT MUST SIGN)</b>
An adult household member must sign the application. If Part 2 is completed, the adult signing the form must also list the last four numbers 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 form.) <i>I certify (promise) that all information on this application is true and that all income is reported. I understand that the childcare program 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.</i>
Sign here: _____ Date: _____
Social Security Number (last 4 numbers only): * * * - * * - _ _ _ _ <input type="checkbox"/> I do not have a Social Security Number

<b>PART 4. CHILDREN'S RACIAL AND ETHNIC IDENTITIES (OPTIONAL)</b>
Choose one ethnicity: <input type="checkbox"/> Hispanic or Latino <input type="checkbox"/> Not Hispanic or Latino
Choose one or more (regardless of ethnicity): <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White

<b>DON'T FILL OUT THIS PART. THIS IS FOR OFFICIAL USE ONLY.</b>
<b><i>Income Conversion: Weekly X 52, Every 2 Weeks (bi-weekly) X 26, Twice A Month X 24, Monthly X 12</i></b>
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: SNAP/RIWorks ___ Foster Child: ___ Homeless ___ Migrant ___ Runaway ___ Eligibility: Free ___ Reduced ___ Denied ___ Reason: _____
Determining Official's Signature: _____ Approval Date: _____

**Foster children are eligible for free meals regardless of household income. If all the children you are applying for are foster children, follow these instructions:**

Part 1: List all foster children enrolled in care. Check the box indicating the child is legally recognized as a foster child.

Part 2: Skip this part.

Part 3: Sign the form. The last four digits of a Social Security Number are not necessary.

Part 4: Answer this question if you choose to.

If some of the children in the household are foster children and others are not, follow the instructions for "ALL OTHER HOUSEHOLDS".

**If your household gets SNAP OR RIWorks benefits, follow these instructions:**

Part 1: List each child's name. Indicate the name and SNAP or RIWorks case number of a household member.

Part 2: Skip this part.

Part 3: Sign the form. A Social Security Number is not necessary.

Part 4: Answer this question if you choose to.

**ALL OTHER HOUSEHOLDS, follow these instructions (include all foster children in addition to family members):**

**Part 1:** List each child's name attending this day care center. Check off if child is a foster child, homeless, migrant or runaway. If any household member receives SNAP or RIWorks benefits, list name and full case number.

**Part 2:** Follow these instructions to report total household income from last month.

**Column 1- Name:** List the first and last name of **each** person living in your household, related or not (such as grandparents, foster children, other relatives, or friends). You must include yourself. Attach another sheet of paper if you need to.

**Column 2- 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. For earnings, be sure to list the **gross income**, not the take home pay. **Gross income is the amount earned before taxes and deductions.** It should be listed on your pay stub, or your boss can tell you.

For other income, list the amount each person got for the month from welfare, child support, alimony, pensions, retirement, Social Security, Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME. Report net income for self-owned business, farm, or rental income. Next to the amount, write how often the person got it. If you are in the Military Privatized Housing Initiative or get combat pay, do not include these allowances as income.

**Column 3- Check if no income:** If the person does not have any income, check the box.

**Part 3:** An adult household member must sign the form and list the last four numbers of his/her Social Security Number, or mark the box indicated if he or she doesn't have one.

**Part 4:** Answer this question if you choose to. We request this information solely for the purpose of determining compliance with Federal civil rights laws, and your response will not affect consideration of your application.

**Privacy Statement Act: This explains how we will use the information you give us.** The Richard E. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your children for free or reduced price meals (if the daycare program has a separate charge for meals) or the day care center may not receive maximum federal funds for providing a meal program (if the daycare program provides meals at no charge). The Social Security Number is not required when you apply on behalf of a foster child or you list a SNAP or RIWorks case number or if the person signing the form indicates that they do not have a Social Security Number. We WILL use your information to see if your children are eligible for free or reduced price meals, to run the program, and to enforce the rules of the program. .

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To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (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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