

Dear Parent or Guardian:

This center participates in the U.S. Department of Agriculture's Child and Adult Care Food Program (CACFP). Please help us comply with the requirements of the CACFP by completing, signing and returning the attached statement as soon as possible. The statement will be filed as confidential information. The names of the participants for which free or reduce price meals may be claimed shall not be published, posted or announced in any manner, this information is necessary to determine the amount of federal funding received by our center for the meals served to children. Higher reimbursement will contribute to the overall quality of care your provider maintains.

If you receive Food Stamps or benefits under the West Virginia Temporary Assistance to Needy Families (TANF) on behalf of your child, then please list either your Food Stamp case number or your TANF case number in Section 1 and sign and date the statement in Section 5. This means that your child is "categorically eligible" and will automatically qualify for reimbursement.

If a Food Stamp or TANF case number is not reported, Section 4 must be completed. You must include your total current household income by source and the names of all household members. CACFP defines a household as a group of related or unrelated individuals who are living as one economic unit (i.e. sharing living expenses). The reported income should be what each member received last month. If last month's income does not accurately reflect your circumstances, provide a projection of your income using last year's income as a basis. Please remember to put the name and social security number of the primary wage earner underneath the chart. You must also sign and date Section 5.

If this application is for a foster child, please complete Section 3 and 5 only. A foster child who is the legal responsibility of the welfare agency or court may be certified as eligible for free meals regardless of your household income. If you have a foster child and have further questions, please contact our office for additional information before completing the application.

All meals serve to children under the Child and Adult Care Food Program are served free regardless of race, color, sex, national origin, age, and disability. There is no discrimination in admissions policy, meal service, or the use of facilities. Any complaints of discrimination should be submitted to the USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14<sup>th</sup> and Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202)720-5964 (voice and TDD).

Thank you for your cooperation.

Tonya A. Neal  
Director