

How to Complete the Household Income Statement Form

Follow the instructions below when completing the following form. Contact Sherri Looft, with any questions at 800.634.3359. Mail the completed form and all applicable verification documents to:

Child Care & Nutrition, Inc.
324 N Norman St – PO Box 138
Ivanhoe, Minnesota 56142

Complete the Household Income Statement form if any of the following apply to your household:

- Any household member currently participates in the Minnesota Family Investment Program (MFIP), Supplemental Nutrition Assistance Program (SNAP), or the Food Distribution Program on Indian Reservations (FDPIR), or
- The household includes one or more foster children (a welfare agency or court has legal responsibility for the child), or
- The total income of household members is within the guidelines shown below (gross earnings before deductions, not take-home pay). 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 assistance from the Military Privatized Housing Initiative. The income guidelines are effective from July 1, 2019 through June 30, 2020.

Maximum Total Income

Household size	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 add'l family member, add	8,177	682	341	315	158

Step 1 Children

List all infants and children in the household and their birthdates. Attach an additional page if needed to list all children. Fill in circles to show which children are enrolled at the child care. If any children are foster children (a welfare agency or court has legal responsibility for the child), fill in the circle.

If any children have regular earnings, write in the amount of income and frequency. Do not write in an hourly wage. Do not include occasional earnings like babysitting or lawn mowing.

Step 2 Case Number

If you or any other household member participates in SNAP, MFIP or FDPIR assistance programs, circle the name of the program, write in the case number, then go to Step 4. (Medical Assistance (M.A.) and WIC do *not* qualify for this purpose.)

Step 3 Adults / Incomes / Last 4 Digits of Social Security Number

- List all adults living in the household (everyone not listed in Step 1) whether related or not, such as grandparents, other relatives, or friends. Include any adult who is temporarily away from home, like a student away at college. Attach another page if necessary.
- List gross incomes before deductions, not take-home pay. **Do not list an hourly wage rate.** 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 these adults.
- For each income, fill in a circle to show how often the income is received: each week, every other week, twice per month, or monthly.
- For farm or self-employment income only, list the net income per year or month after business expenses. A loss from farm or self-employment must be listed as 0 income and does not reduce other income.
- Last four digits of the Social Security number (SSN) – The adult household member signing the form must provide the last four digits of their SSN or check the box if they do not have an SSN.

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

Provider Name: _____

Child & Adult Care Food Program - Homes



Provider ID: _____

Provider Household Income Statement

STEP 1 List all infants, children and students through grade 12 in the household, even if they are not related. If more space is needed, attach another sheet.

Child's First Name	MI	Child's Last Name	Birthdate	Enrolled in this childcare? If yes, fill in the circle.	Foster Child? (An agency or court has legal responsibility for the child.) If yes, fill in the circle.	Regular Income Earned by Children				
						Regular Income	Weekly	Bi-Weekly	2x Month	Monthly
				<input type="radio"/>	<input type="radio"/>	\$ -	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="radio"/>	<input type="radio"/>	\$ -	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="radio"/>	<input type="radio"/>	\$ -	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="radio"/>	<input type="radio"/>	\$ -	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
				<input type="radio"/>	<input type="radio"/>	\$ -	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

STEP 2 Do any Household Members currently participate in any of these programs - SNAP, MFIP or FDPIR? (Medical Assistance and WIC do not qualify.) If NO > Go to STEP 3.

If YES > Provide the CASE NUMBER: _____ Here and check the program: SNAP MFIP FDPIR Then go to STEP 4

STEP 3 A. List ALL Adult Household Members including yourself and report all incomes. (Skip STEP 3 if you completed STEP 2 or if all participants are foster children.)

Adults - Full Name For the purpose of meal benefits, the members of your household are "Anyone who is living with you and shares income and expenses, even if not related." List the full name of each household member not listed in STEP 1 and their income(s) in whole dollars. If a person has no income, write in 0 or leave the section blank. This is your certification (promise) of no income to report. Include any college students temporarily away from home.	Gross Pay from Work Do not write in an hourly wage.			Farm or Self-Employment No income after business expenses. State if annual or monthly.	Public Assistance, Child Support, Alimony Payments received	All Other Incomes							
	Weekly	Bi-Weekly	Monthly			Weekly	Bi-Weekly	2x Month	Monthly	Pension, retirement, disability, unemployment, Veterans benefits, etc.			
	\$ -	<input type="radio"/>	<input type="radio"/>	\$ -	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ -	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$ -	<input type="radio"/>	<input type="radio"/>	\$ -	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ -	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	\$ -	<input type="radio"/>	<input type="radio"/>	\$ -	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	\$ -	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

B. Last four digits of signer's Social Security Number (SSN) or no SSN (required): XXX-XX-____ or I don't have a Social Security Number. You may be required to submit additional documents to verify incomes reported.

STEP 4 I certify (promise) that all information on this application is true and correct and all household members and incomes are reported. I understand that this information is given in connection with receipt of federal funds and that officials may verify (check) the information. I understand that if I purposely give false information, I may be prosecuted under applicable federal and state laws.

Signature of Adult Household Member (required): _____

Printed Name: _____ Date: _____
 Address: _____
 Phone: _____

Sponsor use only - Do Not Write Below

Total Household Members: _____ Total Income: \$ _____ per _____

Approved Tier 1: Case Number Foster Income Area Eligible: Yes No

Denied Tier 1: Income Incomplete Verified: Yes No

Sponsor Signature: _____ Date: _____

Effective Dates from: _____ through: _____ FY 2019-20

Farmer or Self-Employed

Income is your net income (after deducting business expenses) from farm or self-employment during the year, which is generally shown on Schedule C or F from the federal tax return. A loss from farm or self-employment must be listed as zero income and does not reduce other household income for the purpose of completing this form.

Seasonal Worker

Income is your expected *average gross income* before deductions (*not* take-home pay) from seasonal work during the year. List your *average gross income* from seasonal work per month or other frequency.

Privacy Act Statement / How Information Is Used

The Richard B. Russell National School Lunch Act requires the information on this form. You do not have to give this information but if you do not, we cannot approve your child for free or reduced-price school meals. You must include the last four digits of the Social Security number of the adult household member who signs the application. The last four digits of the Social Security number are not required when you apply on behalf of a foster child, or you provide a Minnesota Family Investment Program (MFIP), Supplemental Nutrition Assistance Program (SNAP) or Food Distribution Program on Indian Reservation (FDPIR) assistance number, or you indicate that the adult household member signing the application does not have a Social Security number.

We will use your information to determine if your household meets program eligibility guidelines, and for administration and enforcement of the program.

Nondiscrimination Statement

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.

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To request a copy of the complaint form, call (866) 632-9992. Submit your completed discrimination complaint form or letter to USDA by: (1) Mail to U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410 or (2) Fax to (202) 690-7442 or (3) Email to program.intake@usda.gov.

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